DCPL 2020 #4
1980-1989 Minutes

Notes

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CITY OF DALY CITY
CITY CLERK
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Daly City Public Library
BOARD OF TRUSTEES

January 15, 1980

Civic Center
Conference Room AGENDA 7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Status of PLS Feasability Study

B. L.A. I. - Duty Statement Requisition

C. Annual fee for PLS membership and services

IV. CORRESPONDENCE

A. Teletype from David Sabsay

B. Abstracts of PLS Proposals

C. Letter from Jean Davis, County Librarian

V. NEW BUSINESS

Service to the poorly sighted, hard of hearing and people unable to read English

VI. REPORTS

CITY OF DALY CITY
CITY CLERK
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DALY CITY PUBLIC LIBRARY

Board of Trustees

Minutes of the Regular Meeting
January 15, 1980

The meeting was called to order by President, Sarah Kelechava, at 7:35 p.m.

ROLL CALL

Present: Sarah Kelechava, Bianca Caserza, Michael Cooney, Virginia Tierney, Richard Walsh, Samuel Chandler

MINUTES

Minutes of the meeting of November 20, 1979 were approved as submitted.

OLD BUSINESS

Status of PLS Feasibility Study

The study conducted by Becker & Hayes for Peninsula Library System to determine the feasibility of central processing for PLS member libraries was reviewed. Daly City's processing costs (from selection to shelf) total $7.98 per item, which is in the average range within the System. Mr. Chandler stated that the Board of Directors of the PLS is interested in having Mr. Becker design a system that could adapt OCLC or some other network to the files in the Bibliographic Center.

Library Assistant I

The duty statement for Library Assistant I, as approved by the Personnel Board on 11-8-79, was read.

A test for Library Assistant I will be given February 19, 1980 and an employment list established for what will be the entry level position in the library.

Annual Fee for PLS Membership and Services

Mr. Chandler reported that, if the System continues to operate at its present rate, there will be an approximately $50,000 deficit. A proposed formula of $2,000 base plus $.058 per capita fee per member would raise a little over $50,000. This issue comes before the PLS Advisory Board at their next meeting.

CORRESPONDENCE

Teletype from David Sabsay

A message from David Sabsay stated SB 958 was approved by the Finance Committee. The bill provides for 50 million dollars to be distributed to local government at $11.00 per capita, at a ratio that might be within a 60/40 or 80/20 local-state match, for library purposes.

Abstracts of PLS Proposals

PLS Director, Jane Light, has applied for three LSCA grants:

1. Community Awareness Project - $10.375 requested.
   To increase the awareness of library users about Peninsula Library System.

2. Union File Retrospective Conversions - $13,850 requested.
   Putting BIBCEN on machine-readable form. (Continuation of last year's project)

3. Centralized Inter-Library Loan Project - $25,289 requested.
   Maintain system-wide union file for the purpose of subscribing to CATALYST, the state-wide computer file.

Letter from Jean Davis, County Librarian

A letter from the County Librarian states that the State Consultant said CLSA funds are there to take care of areas like Boradmoor and Colma, whose contract with Daly City ended December 31, 1979. Jean Davis said they would be interested in having Daly City use State (CLSA) money and getting the County to match it.

NEW BUSINESS

Service to the Poorly Sighted, Hard of Hearing and People Unable to Read English

Mr. Chandler reported that the Gellert Foundation may set up a fund for this use.

Jane Light is getting material together on how to serve these people.

CLA Dues

The Chair requested a periodicals count for Serramonte and Westlake Libraries to be reported at February's meeting, as requested by Virginia Tierney.

ADJOURNMENT

The meeting was adjourned at 9:40 p.m.

The next regular meeting will be February 19, 1980

Samuel C. Chandler

Samuel C. Chandler, City Librarian

3015

Daly City Public Library

BOARD OF TRUSTEES

February 19, 1980

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. 1980 Legislation

IV. CORRESPONDENCE

A. Letters from California Library Service Board

B. Peninsula Library System: Questionnaire

C. Peninsula Library System: Reference Coordinator

V. NEW BUSINESS

1980-81 Budget

VI. REPORTS

VII. ADJOURNMENT

DALY CITY PUBLIC LIBRARY

Board of Trustees

Minutes of the Regular Meeting

February 19, 1980

The meeting was called to order by President Sarah Kelechava at 7:50 p.m.

ROLL CALL

Present: Sarah Kelechava, Bianca Caserza, Virginia Tierney, Richard Walsh, Samuel Chandler

Absent: Michael Cooney

Also Present: Diana James, Journalism Student - S.F. State

MINUTES

The minutes of the meeting of January 15, 1980 were approved as presented.

OLD BUSINESS

1980 Legislation

Mr. Chandler reviewed proposed legislation that might have direct bearing on public libraries in California:

1. SB-604 would make library borrowers' circulation records available for examination. CLA is opposed to the bill. It has passed the Senate and has been sent to the Assembly.

2. SB-635 (Carpenter) would require the Franchise Tax Board to prepare books regarding State income tax and provide them, free of charge, to all public libraries.

3. AB-46 would abolish State boards for almost all departments of the State. Most of the profession is opposed because they would like to see more certification of librarians.

4. SB-246 (Marks) would require public hearings by local agencies before levying fees.

5. SB-56 would allow a charitable income tax deduction for mileage (17¢ per mile).

An article in Western City Magazine, "Politics of the 1980's", regarding the takeover of politics by makers of initiatives was discussed.

CORRESPONDENCE

Letters from California Library Services Board

The January 1980 newsletter states the CLSB voted to allocate $962,000

additional monies to the interlibrary and direct loan reimbursement program. Mr. Chandler stated that Daly City has been receiving about $3,000 per quarter for its direct loan activities.

The November 1979 newsletter from CLSB states the Board's strong commitment to services for the disadvantaged in all California libraries.

Peninsula Library System: Questionnaire

102 reference librarians responded to a PLS reference Committee questionnaire. The results indicate the librarians definitely are committed to the PLS System.

Peninsula Library System: Reference Coordinator

A letter from Joy Molder of Burlingame Public Library inviting library staff to the first PLS Staff Development Workshop was read. It will be a basic reference workshop and will be at San Mateo Public Library on Feb. 28.

NEW BUSINESS

1980-81 Budget

The City Librarian reviewed the Department's 1980-81 budget requests which will be turned in March 7, 1980.

County Services

The County Librarian and Daly City's head of Community Services met with Mr. Chandler and Mr. Letsinder regarding changing Daly City's bookmovile stops to more remote areas. The stops considered were: FDR School, JFK School, Callan Heights and Southern Hills areas.

At the meeting the possibility of the County cataloging some Daly City books in lieu of the $19,000 reimbursement was discussed. Mrs. Davis said she would have to consider the impact such a program would have on the Catalog Department of the County. The Trustees directed the City Librarian to bring a report on the status of the County contract to the March meeting.

ADJOURNMENT

The meeting was adjourned at 9:45 p.m.

The next regular meeting will be on March 18, 1980.

Samuel C. Chandler, City Librarian

CITY OF DALY CITY
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Daly City Public Library
BOARD OF TRUSTEES

March 18, 1980

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Meeting with PLS Advisory Board and Friends of the Library

B. Restoration of I & R Funding and Data Base funding

C. Capital Budget

D. San Mateo County-Daly City Contract

IV. CORRESPONDENCE

A. Letter from Senator Foran

B. Letter from Karl A. Vollmayer

V. NEW BUSINESS

A. PLS Reference Program

B. CIP Statistics - Jan.-Dec., 1979

C. Preliminary report of State Survey of libraries serving 50,000 to 100,000 population.

D. Survey of Administrative Assistance in California Libraries

E. ALA's 18 Point Legislative Program

3015 CITY OF DALY CITY
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DALY CITY PUBLIC LIBRARY

Board of Trustees

Minutes of the Regular Meeting
March 18, 1980

The meeting was called to order by President Sarah Kelechava at 7:40 p.m.

ROLL CALL

Present: Sarah Kelechava, Bianca Caserza, Michael Cooney, Virginia Tierney, Richard Walsh, Samuel Chandler

MINUTES

The minutes of the meeting of February 19, 1980 were approved as presented.

OLD BUSINESS

Meeting with PLS Advisory Board and Friends of the Library

The PLS Advisory Board has extended an invitation to Board Trustees and Friends of the Library members to attend a meeting on March 27, at 7:30 p.m., at Redwood City Library (Schaberg Branch). This March meeting is being held for the purpose of planning a meeting on April 23 to discuss the effects of Propositions 13 and 9 on libraries.

Restoration of I & R Funding and Data Base Funding

The CLSB has determined to support the Data Base project, which will provide bibliographic data from the holdings of nearly every library in California. The Board is working with the Governor's office and the legislature to secure funds to maintain the I & R funding.

Capital Budget

The capital budget requests have been forwarded to the Finance Department. Included are requests for two book detection systems and partitions for an office for Mr. Sullivan. If these detection systems are not approved in the budget, the Library may be able to apply for grant monies to finance them.

San Mateo County-Daly City Contract

The City Manager is studying the County's proposal offering alternative means of providing library services to Broadmoor/Colma:

1. Count transactions for reimbursement from the CLSB.
2. The County issue cards for all Broadmoor and Colma patrons who hold Daly City cards.
3. Investigate the possibilities of the County extending bookmobile and other services to Daly City.

CORRESPONDENCE

Letter from Senator Foran

Senator Foran explained in a letter to the City Librarian his reasons for not casting a vote on SB-958. He is committed to AB-8, which has already passed, and looks for a long term solution to library financing, which he feels SB-958 does not provide.

Letter from Karl Vollmayer

A letter from Karl Vollmayer was read, urging the Board to support SB-958 with letters and telegrams to the legislators.

NEW BUSINESS

PLS Reference Program

A policy statement from the PLS Reference Committee, giving guidelines in particular areas, was reviewed.

CIP Statistics - Jan.-Dec. 1979

The number of questions referred to CIP (Community Information Project) decreased following Proposition 13 but continued to rise in Social Services areas. Questions from libraries are increasing again.

Preliminary Report of State Survey of Libraries serving 50,000 to 100,000

Daly City Public Library has the equivalent of 28 full-time employees. Mr. Chandler reports that very few libraries in California operate a full program with such a small staff. Budgetwise, Daly City has slipped close to the bottom of cities in the 50,000 to 100,000 population range.

Survey of Administrative Assistance in California Libraries

A State survey shows that Prop. 13 has just about wiped out the position of Assistant City Librarian in California cities. In Daly City our Librarian III, John Sullivan, has been and is doing many of these jobs, although he has never been appointed Assistant City Librarian.

ALA's 18 Point Legislative Program

Mr. Chandler reviewed the 18 point program for the 80's, adopted at ALA's mid-winter Council.

REPORTS

Virginia Tierney brought to the Board's attention pending legislation that may affect libraries.

ADJOURNMENT

The meeting was adjourned at 9:50 p.m.

The next regular meeting will be April 15, 1980.

Samuel C. Chandler
City Librarian

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DALY CITY PUBLIC LIBRARY

Board of Trustees
April 9, 1980

Due to a conflict in scheduling, the Library Board Meeting for April 15 has been cancelled. Members of the Library Board and all interested parties are urged to attend the mass meeting regarding Proposition 9, April 23 at 7:30 in the San Mateo City Council Chambers.

Samuel C. Chandler
City Librarian

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Daly City Public Library
BOARD OF TRUSTEES

May 20, 1980

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Budget

1. 1979-80

2. 1980-81

B. Legislation

1. Proposition 9

2. AB 958

3. Others.

C. Gellert Foundation Funds

IV. CORRESPONDENCE

A. Letter to David Sabsay

B. Letter from Irene Barton

C. CALTACTICS

D. CLA Newsletter P 5, P 9

V. NEW BUSINESS

A. Member of System Advisory Board

B. Gift of the Daly City Friends of the Library

C. Daly City Employee Network

VI. REPORTS

A. Reports of CLA

B. Monthly Reports

3015

DALY CITY PUBLIC LIBRARY

Board of Trustees

Minutes of the Regular Meeting
May 20, 1980

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The meeting was called to order by President Sarah Kelechava at 7:35 p.m.

ROLL CALL

Present: Sarah Kelechava, Virginia Tierney, Bianca Caserza, Michael Cooney, Richard Walsh, Samuel Chandler

MINUTES

The minutes of the meeting of March 18, 1980 were approved as submitted.

OLD BUSINESS

Budget

1979-80

Mr. Chandler reported on the expenditures of the 1979-80 budget.

1980-81

The report of the Assistant City Manager's review of the 1980-81 budget was discussed.

Legislation

Proposition 9

Mr. Chandler reported that about 100 people attended the "Jarvis II Can't Help" meeting in San Mateo on April 23rd.

A letter from CLA, urging Library Boards to pass a resolution in opposition to Proposition 9, was read.

Virginia Tierney moved that the Library Board adopt the resolution as submitted by the CLA and the proper CLA committee be notified. Mr. Cooney seconded. The motion passed.

SB 958

The Assembly has determined to take no action on SB 958 until after the Primary election on June 3rd. If Proposition 9 fails, SB 958 will be heard by the Assembly Ways and Means Committee.

SB 604

SB 604, the bill which would allow public scrutiny of library circulation records, has not been approved.

Gellert Foundation Funds

Mr. Chandler suggested means by which to utilize the $20,000 Gellert grant for the deaf, poorly sighted and those unable to read English.

1. Buy captioned films for the deaf to be housed in the System's centralized film library.

2. Buy more large print books and publish an up-to-date catalog of same for the System.

3. Help establish TTY Network - receivers similar to teletype machines provided to deaf people.

4. Buy more Bookmobile time for Daly City's Outreach Program.

After some discussion the Board agreed that their priorities for the Gellert funds were, 1. Outreach, 2. Large Print books, and 3. Large Print Books Directory, and asked the City Librarian to proceed along those lines.

CORRESPONDENCE

Letter to David Sabsay

The City Librarian read a letter he had written to David Sabsay regarding Senator Foran's response to the Library on SB 958.

Letter from Irene Barton

A letter from Velma Yule's sister, Irene Barton, was read. She stated how much Velma had been interested in the library and Daly City, and commended Mr. Chandler on a recent book review column appearing in the Daly City Record.

CALTACTICS

Virginia Tierney announced that on September 13, 1980 CALTAC will meet in the Serramonte Library Community Room.

The Chair requested this item be included on the agenda for the June meeting of the Board.

CLA Newsletter

Page 5 of the CLA Newspaper announces a one-day course entitled "Librarian as Manager" will be held on Friday, July 18 at Golden Gate University. Mr. Chandler proposed sending as many as possible of Daly City Library's professional staff, at a cost of $75 each, if funds in education and training are approved. The Board members agreed that such a course would be beneficial, if the budget permits.

Mr. Walsh suggested inviting librarians to attend board meetings.

Page 9 in the May newsletter contains a format on how to write to government officials on SB 958.

NEW BUSINESS

Member of System Advisory Board

Michael Cooney's term on the PLS Advisory Board is expiring. Since Mr. Cooney is unable to continue serving on this board, Mr. Chandler has written to the City Manager suggesting guidelines for a new appointee.

Gift from the Friends of the Library

Virginia Tierney reported that the Friends are donating the following funds to Daly City Public Library: $1,200 for blinds to be installed on the southwest windows at Serramonte Library; $1,100 for framing prints and lithographs; $500 for children's books at Serramonte Branch; $500 for microfiche reader for BIBCEN; $158 petty cash fund for children's programs.

Daly City Employee Newsletter

The City Librarian announced that the Friends of the Library book reviews will be publicized in Daly City's Employee Newsletter.

REPORTS

CLA Reports

The CLA Conference will be held in Pasadena, December 6-10.

Mr. Chandler stated he would like to see a group within PLS have a meeting with all Trustees before the CLA meeting.

Mrs. Tierney suggested getting small groups together, perhaps through CALTAC, to share information.

At Mr. Walsh's suggestion, Mr. Chandler agreed to take the matter up with the PLS Advisory Board.

Monthly Reports

Mrs. Kelechava commended the City Librarian on his tribute to the late Judge Blum, which appeared in the Daly City Record.

It was announced that Mr. Cooney's term on the Library Board expires June 30, 1980.

Mr. Walsh suggested the Board members have dinner together once a year before one of the regular meetings.

ADJOURNMENT

The meeting was adjourned at 9:50 p.m.

The Next regular meeting will be June 17, 1980

Samuel C. Chandler, City Librarian

Daly City Public Library
BOARD OF TRUSTEES

June 17, 1980

Council Chambers AGENDA 7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. CALTAC Meeting, September 13, 1980

B. Purchase of blinds for Serramonte Library

C. Purchase of Prints of Great Art

D. Member of System Advisory Board.

E. Legislation

1. SB 958

2. Others

IV. CORRESPONDENCE

A. Newsletter: California Library Association, May 1980

B. Library Journal: June 1, 1980, p. 1250

V. NEW BUSINESS

A. G.R.C. Study

B. San Mateo County Study of Computerized Circulation

C. Summer Program, 1980

VI. REPORTS

A. Interlibrary Loan Report

B. Monthly reports

3015

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Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
June 17, 1980

The meeting was called to order by Vice President Virginia Tierney at 7:35 p.m.

ROLL CALL

Present: Virginia Tierney, Bianca Caserza, Richard Walsh, and Samuel Chandler, City Librarian

Excused: Sarah Kelechava, Michael Cooney

MINUTES

The minutes of the meeting of May 20, 1980 were approved as presented.

OLD BUSINESS

CALTAC Meeting, September 13, 1980

Virginia Tierney announced that the CALTAC Executive Board Meeting will convene at 1:00 p.m., September 13, 1980 in the Serramonte Library Community Room. Committee meetings will be held in the morning, starting around 10:00 a.m.

Purchase of Blinds for Serramonte Library

A bid of approximately $1,100 has been accepted to install the new blinds in Serramonte Library, a gift from Daly City Friends of the Library.

Purchase of Art Prints

The City Librarian has written for price quotes on framed art prints. These pictures will expand the library's collection of circulating prints and will be purchased with funds donated by the Daly City Friends of the Library.

Member of System Advisory Board

Michael Cooney's term on the PLS Advisory Board is officially over. Mr. Chandler has written to the City Manager to ask for a new appointment.

Legislation

SB 958 has gone through the Senate Ways & Means Committee to the Assembly. Because several amendments were proposed, a sub-committee has been appointed to report back to Ways & Means.

SB 604, the bill that makes it legal for people and groups to use library files, is still pending.

Budget Hearing

Mr. Chandler said the budget hearing went well, but there is still no County contract, nor is the library reporting Colma circulation figures for State reimbursement.

CORRESPONDENCE

CLA Newsletter, May 1980

Called to the attention of the Board was an article in the CLA May Newsletter entitled "Good Libraries Are Good Business". The article points out what volunteers can do to encourage support and raise money for libraries.

Library Journal - June 1, 1980

Discussed in the Library Journal article "Program Alert" were two approaches for bringing art to the community: "Art for Youngsters", in Tucson, Arizona and "Art by and for Special Kids" in Columbus, Ohio. The articles discuss slide presentations, workshops and exhibits.

Mr. Chandler is interested in applying for a grant enabling Myron Gershenson to make copies for Daly City Public Library of folklife slides, dating from 1930, which are owned by Redwood City Public Library.

NEW BUSINESS

GRC Study

Christine Palmer-Persen is doing a circulation procedures study within the Peninsula Library System, under the auspices of the Government Relations Council. The report will be presented to the PLS Advisory Board on Thursday, June 19th.

San Mateo County Study of Computerized Circulation

The San Mateo County Library has received permission to conduct a feasibility study of computerized circulation. To conduct the study, the County has engaged Joe Matthews who is doing a similar study for GRC.

Summer Program

Don Whitton has planned the summer activities around various themes related to animals. In addition to the reading program, movies featuring animal themes will be shown.

REPORTS

Employees' Work Schedule

In response to a Union complaint, the library work schedule has been

changed so that no employee works more than 5 days during any one week. In some cases this means employees will take the Monday off before the Saturday to be worked. This will preserve the two day weekend. Some employees, however, have elected to take off a day other than Monday.

It was reported that the Union is requesting differential pay for Saturdays and evenings.

Librarians' Meeting

Mr. Walsh asked if the professional librarians had been invited to attend a Board of Trustees meeting. The City Librarian pointed out that in the past the librarians have come before the Board and explained their jobs. However, attending the meetings alters their work schedules, inasmuch as they would have to be paid for this time and can work only 8 hours per day.

After some discussion it was decided that the Library Board members be invited to a librarians' working meeting some time in August.

Interlibrary Loan Report

Mr. Chandler reviewed the ILL Report from Curtis Purnell, Fiscal Analyst for Consultant Services.

County Films

The City Librarian read the May statistics on films (housed at County Headquarters) borrowed by PLS member libraries.

Library Assistant I

Two Library Assistants I have been selected from the newly certified list. From now on Library Assistant I will be considered as the entry position for Library Assistants. This policy is consistant with the policies of the rest of the cities.

Community Planning

Linda Saltzer, part time librarian for Daly City Public Library, is helping the Planning Department catalog various documents, and the Planning Department, in turn, is assisting the Library Department in organizing its files of Daly City documents and reports.

ADJOURNMENT

The meeting was adjourned at 9:35 p.m.

Due to vacation schedules, the next regular meeting of the Library Board of Trustees will be July 29, 1980.

Samuel C. Chandler, City Librarian

3015

CITY OF DALY CITY
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Daly City Public Library
BOARD OF TRUSTEES

July 29, 1980

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. CALTAC Meeting

B. Installation of Blinds

1. Windows at Serramonte Library

C. Annual Budget

D. Legislation

IV. CORRESPONDENCE

A. Appointment of Michael Cooney

B. Appointment of Marian Conser

C. Vollmayer Chart

V. NEW BUSINESS

A. Salute of Jack and Gertrude Kendree

B. G.R.C. Report

C. San Mateo County study of automated circulation.

VI. REPORTS

Daly City Public Library

BOARD OF TRUSTEES

Minutes
July 29, 1980

The meeting was called to order by Vice President Virginia Tierney at 7:35 p.m.

ROLL CALL

Present: Virginia Tierney, Vice President
Bianca Caserza
Michael Cooney
Richard Walsh
Samuel Chandler, City Librarian

Absent: Sarah Kelechava, President

MINUTES

The minutes of the meeting of June 17, 1980 were approved as presented.

OLD BUSINESS

Election of Officers

Richard Walsh moved that election of officers be postponed until the August meeting. Michael Cooney seconded and the motion passed.

CALTAC Meeting

Virginia Tierney suggested getting someone to explain computerized circulation systems for the CALTAC Meeting on September 13, 1980.

Mr. Chandler recommended that CIP be asked to give a demonstration of the use of computerized information. He also suggested that demonstrations of the PLS Outreach Program or the Combined Film Library would be most interesting.

Installation of Blinds

The Levolor blinds, donated by Daly City Friends of the Library, have been installed on the southwest bank of windows at Serramonte Branch. The City Librarian asked that the Board of Trustees send a letter of appreciation to the Friends.

Windows at Serramonte Library

Mr. Chandler informed the Board that, since the same window has been broken at Serramonte Library several times during this past year, the Maintenance Department has recommended replacing all future broken windows with Lexan (plexiglass).

Annual Budget

The 1980-81 operating budget for the library, adopted by the City Council, was distributed and reviewed.

Legislation

SB 958 has been placed on a suspense file and will be heard by the Assembly on August 4.

At Mr. Walsh's suggestion, Mr. Chandler agreed to write a letter to the Committee Chairman expressing the Board's feelings on passing this bill. If SB 958 passes, a letter will be sent to the Governor, urging his signature.

CORRESPONDENCE

Appointment of Michael Cooney

A letter, announcing the reappointment of Michael Cooney to the Library Board of Trustees, was read.

Appointment of Marian Conser

A letter from Daly City Council, congratulating Marian Conser on her appointment to the PLS Advisory Board, was read.

Vollmayer Chart

The City Librarian distributed graphs, formulated by Karl Vollmayer of Redwood City Public Library, used to compare 1977/78 (pre-Prop. 13) to 1979/80 combined budgets and public service hours in public libraries in San Mateo County. The graphs indicate actual budget levels plus inflationary increases which would have been necessary to maintain or increase book collections and other materials in PLS libraries.

NEW BUSINESS

A tribute to both Mr. and Mrs. U. R. Kendree, saluting them for their work with the Library and the City was read. The City Librarian said that this letter had been read during a special program at St. Martin's Episcopal Church.

GRC Report

Christine Palmer-Persen of GRC has presented her report to the PLS Board. The Board's reaction was the subject of a letter written by the PLS Director Jane Light to GRC Chairman David Keston.

San Mateo County Study of Automated Circulation

Joe Matthews reported today on a circulation study he has been conducting for San Mateo County. Mr. Matthews stated in his report, the time has come for libraries to use computerized circulation systems. Such a system can pay for itself in five years.

Mr. Chandler reported that John Sullivan, who attended the meeting, suggested that as an exchange of services the County Library provide computerized circulation for Daly City in lieu of a County contract for Colma/Broadmoor borrowers. This would enable Daly City to defer the otherwise prohibitive cost of such a system.

REPORTS

It was noted that the circulation figures for June are down from last year.

ADJOURNMENT

The meeting was adjourned at 9:30 p.m.

The next regular meeting will be August 19, 1980.

Samuel C. Chandler, City Librarian

3015

Daly City Public Library
BOARD OF TRUSTEES

August 19, 1980

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Election of Officers

B. CALTAC Meeting

C. Legislation

IV. CORRESPONDENCE

Letter from Joseph Gomez

V. NEW BUSINESS

A. Report from the Peninsula Library System

B. Report from the PLS Film Center

C. The expenditure of grant monies from the Fred Gellert Foundation

D. 1980 Grant Requests

VI. REPORTS

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
August 19, 1980

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ROLL CALL

Present: Sarah Kelechava, President
Virginia Tierney, Vice President
Bianca Caserza
Michael Cooney
Richard Walsh
Samuel Chandler, City Librarian

MINUTES

The minutes of the meeting of July 29, 1980 were approved as presented.

OLD BUSINESS

Election of Officers

Officers of 1980-81

President: Sarah Kelechava was nominated by Richard Walsh. The motion was seconded by Michael Cooney.

Vice President: Virginia Tierney was nominated by Bianca Caserza with the motion being seconded by Michael Cooney.

CALTAC Meeting

Virginia Tierney reported that plans are formulated for the September 13th meeting of CALTAC at Serramonte Library. Vice President Louise Duich will conduct the meeting, which commences at 10:00 a.m.

Legislation

SB 958

A teletype message received today from David Sabsay, Chairman of CLA Government Relations Committee, states that SB 958 passed Assembly Ways and Means Committee with amendments. As amended the bill appropriates 18 million dollars this year and the same amount next year, increased for inflation.

Mr. Sabsay asked library trustees to call their Assemblymen this week and, if the bill passes, to flood the Governor's office with letters urging him to sign it. The Chair asked the City Librarian to send letters on behalf of the Library Board.

Federal Legislation

Two similar bills, which would strengthen LSCA by providing more means for information retrieval and more money for construction, have been intro-

duced in Congress - the Javits-Kennedy Bill in the Senate and the Holzman Bill in the House of Representatives. Both bills will continue LSCA funds and address service to the underserved.

New State Librarian

Gary E. Strong, Deputy Director of Washington State Library, has been appointed State Librarian by Governor Brown to succeed Ethel Crockett, who retired August 14. Strong will take office after Senate confirmation.

CORRESPONDENCE

Letter from Joseph Gomez

A letter from Joseph Gomez, President of the Bayshore Residents Association was read. Mr. Gomez expressed the Association's pleasure with the present full-time staff at Bayshore Branch and their hope that this level of service will continue for the area's residents.

The City Librarian, in his reply, assured Mr. Gomez that Daly City has endeavored to serve the residents of each section of the City equally and will continue to so do. Surely, the best service possible will be extended to the Bayshore area.

NEW BUSINESS

Report from the Peninsula Library System

The City Librarian reviewed the Direct Loan, Film Center and Inter-Library Loan surveys for F/Y 1979-80. State reimbursements to Daly City from these categories totaled just over $10,000 for the year.

Gellert Foundation Grant

Mr. Chandler stated the $20,000 Gellert grant, to be expended by October 31, is budgeted in the following manner:

Personnel Part time librarian	$ 7,000
Library Materials Large print books Talking books (records, cassettes) Captioned films Film cassettes	10,000
Operating Expense Large type catalog Staff training Office expenses	2,000
Equipment-TTY machine	1,000
TOTAL	$20,000

Grant Requests

The City Librarian, working with Daly City Grants Officer Clare Henjum, plans to make application to the Fred Gellert Foundation for two book detection security systems for Serramonte and for Westlake Branches.

REPORTS

The circulation figures for July are down compared to last year. The Board speculated that Prop. 13 cutbacks are probably responsible for the decline in circulation.

Mr. Chandler reported that the Summer Reading Program on animal themes was very successful.

Virginia Tierney announced that Mr. Chandler will be the reviewer at the Friends of the Library book review on September 25.

ADJOURNMENT

The meeting adjourned at 9:30 p.m.

The next regular meeting will be September 16, 1980.

Samuel C. Chandler, City Librarian

3015

CITY OF DALY CITY
CITY CLERK
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AGENDA

Daly City Public Library
Board of Trustees

Sept. 23, 1980

I. Roll Call

II. Minutes

III. Old Business
- A. Senate Bill 958
- B. Annual Report
- C. Grant Application

IV. Correspondence
- A. Letter to Governor Brown
- B. Letter from Defenders of Wildlife

V. New Business
- A. BARC Notes
- B. Expenditure of Gellert Fund
- C. PLS Budget

VI. Reports
- A. ILL Transaction report
- B. Daly City Film Report

CITY OF DALY CITY
CITY CLERK
Oct 16 10 25 AM '80

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
September 23, 1980

ROLL CALL

Present: Sarah Kelechava, Virginia Tierney, Bianca Caserza, Richard Walsh, Samuel Chandler, City Librarian

OLD BUSINESS

Senate Bill 958

It was noted that a letter from the Board of Trustees and from individual members of the Board had been sent to the Governor urging him to sign Senate Bill 958.

Annual Report

A review of the 1979-80 Annual Report showed 8,679 books had been added to the collection. Of this number 4,088 were new titles while 4,591 were either duplicate titles or replacements. During 1979-80 a total of 580,233 items were circulated. It was noted that Daly City's circulation continued to rise in spite of reduced hours following the passage of Proposition 13. However, during the closing months of 1979-80 the circulation began to fall.

Grant Application

The City Librarian reported that during the first two weeks of October the Fred Gellert Foundation would be receiving requests for grants. He asked the Board to consider filing an application for the installation of book detection systems in the Serramonte and Westlake Libraries.

After some discussion, it was moved and seconded that such a grant be filed. The motion passed.

Report on CALTAC

Mrs. Tierney reported that 18 people attended the CALTAC meeting. She said they expressed their thanks for Daly City's hospitality.

CORRESPONDENCE

A letter from the Defenders of Wildlife announced the donation of a subscription to the publications of the organization.

NEW BUSINESS

BARC Notes

BARC Notes, a paper published by the Bay Area Reference Center, was noted. The City Librarian said that such publications are kept in a special file in the Serramonte Library. The Board of Trustees are welcome to use them.

Expenditure of the Gellert Grant

The City Librarian explained that the grant monies were given to augment the library's services to the blind and poorly sighted, the deaf and hard of hearing, and people who could not read English. With this in mind the staff formulated a program for expending the funds. The plan called for purchasing both books and media materials and for employing a Librarian I half time to extend the outreach program. After some discussion the members of the Board expressed their approval of the plan.

PLS Budget

The budget of the Peninsula Library System calls for each library to pay a fee based upon a formula that was accepted in 1979. Daly City's fee for 1980-81 will equal $6,000. The budget allows for this amount in the account for contractual services.

REPORTS

ILL Transaction Report

It was noted that Daly City is a net lender, however, it lends a few more volumes as interlibrary loans than it borrows.

Film Report

After the last meeting of the Board, the City Librarian asked the interlibrary loan staff to survey the statistics for the last year to determine how many films from the Film Library Daly City patrons had borrowed. The report should correct what seemed to be an error in the reports received in the August meeting.

Monthly Report

The monthly reports were distributed. It was noted that circulation figures in some branches are not as high as those of a year ago.

ADJOURNMENT

There being no further business the meeting adjourned.

Samuel C. Chandler

Samuel C. Chandler, City Librarian

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Daly City Public Library
BOARD OF TRUSTEES

October 21, 1980

Civic Center AGENDA 7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. California Library Association 82nd Annual Conference

B. Application to the Fred Gellert Foundation

C. Status Report on 1979 grant

IV. CORRESPONDENCE

A. Letter from David Sabsay

B. Letter from San Bruno Public Library

V. NEW BUSINESS

A. Summary Chart of Recommendations of PLS AD HOC Committee on Uniform Circulation Policies

VI. REPORTS

3015
CITY OF DALY CITY
CITY CLERK
Nov. 6 2 51 PM '80

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
October 21, 1980

The meeting was called to order by Vice President Virginia Tierney at 7:40 p.m.

ROLL CALL

Present: Virginia Tierney, Bianca Caserza, Michael Cooney, Richard Walsh, and Samuel Chandler, City Librarian

Absent: Sarah Kelechava

OLD BUSINESS

CLA Conference

The annual California Library Association Conference, convening December 6-10 in Pasadena, California, was discussed. The City Librarian was asked to talk with the City Manager and consult the budget to see how many Board members can attend. Meanwhile, interested Board members were asked to inform the City Librarian as to dates and meetings they wish to attend.

Application to the Fred Gellert Foundation

Included in the City's grant applications to the Fred Gellert Foundation is a proposal from the Library Department requesting $25,000 for two book detection systems. Normally the Gellert Foundation awards its grants by the end of November.

Status Report on 1979 Grant

The Board reviewed the status report, filed by the City Librarian, on the expenditure of the monies from the Gellert grant for library services for the blind and poorly sighted, deaf and hard of hearing, and those who cannot read English.

CORRESPONDENCE

Letter from David Sabsay

A letter from David Sabsay, Chairman of CLA Government Relations Committee, was read. Although Senate Bill 958 was vetoed by the Governor, Mr. Sabsay's letter stressed the positive aspects and future hopes for library legislation.

Mr. Cooney moved and Mrs. Caserza seconded a motion that a letter be written to Governor Brown stating the Board of Trustees' disappointment with his veto of the bill.

Discussion ensued regarding whether individual letters versus a Trustees' letter would have more impact. It was decided that individual Board members could write letters as private citizens, if they so desired.

The motion passed.

Letter from San Bruno Public Library

After reviewing San Bruno Public Library's newsletter, the City Librarian asked the Board's guidance on the subject of renewing the newsletter and booklist of the Daly City Public Library. The Board members said they thought it to be a good project if the staff has time to put it together.

BARC Notes

An article by Ethel Crockett in BARC (Bay Area Reference Center) Notes says it is time for California libraries to develop a master plan for coordinating activities, avoiding duplication from overlapping groups statewide. A committee has been formed for purposes of input from the various organizations and librarians around the state.

NEW BUSINESS

Uniform Circulation Policies

The Board of Trustees reviewed the Summary Chart of Recommendations of PLS Ad Hoc Committee on Uniform Circulation Policies. Daly City Library's circulation and fines policies coincide in most categories with other libraries in the system.

REPORTS

The City Librarian went over the ILL and Circulation Reports for the month of September 1980.

Computerized Circulation

PLS representatives are studying specifications preparatory to sending out bids and implementing computerized circulation in PLS libraries.

Mr. Chandler will attend a meeting of the Congress of Elected Officials, Thursday, October 23 at 7:30 a.m., to study the GRC Report on Automated Circulation.

ADJOURNMENT

The meeting adjourned at 9:50 p.m.

The next regular meeting will be November 18, 1980

Samuel C. Chandler, City Librarian

3015

Daly City Public Library
BOARD OF TRUSTEES

November 18, 1980

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Uniform Circulation Policies

B. Expenditures to date

C. Service to Broadmoor and Colma

D. Computerized Technical Processing

IV. CORRESPONDENCE

A. Letter from Abbi Lawrence: Union File Conversion Project Director

B. Letter from Nancy Crabbe relating to the Problem Patron Workshop

V. NEW BUSINESS

A. Kenneth E. Dowlin: The Electronic Eclectic Library. Library Journal, November 1, 1980.

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
November 18, 1980

The meeting was called to order by President Sarah Kelechava at 7:35 p.m.

ROLL CALL

Present: Sarah Kelechava, Bianca Caserza, Virginia Tierney, Richard Walsh, and Samuel Chandler, City Librarian

Absent: Michael Cooney

MINUTES

The minutes of the meeting of October 21, 1980 were approved as presented.

OLD BUSINESS

Uniform Circulation Policies

The City Librarian reviewed the results of a survey on a uniform circulation policy which will go into effect in PLS libraries beginning January 1981.

It was also announced that the 5-day grace period on overdues at Daly City Public Library will be discontinued as of January 2, 1981.

Expenditures to Date

Mr. Chandler went over the latest computer printout showing library expenditures to date. He explained the book selection process and how the book budget is divided among the branches.

Service to Broadmoor and Colma

The County has offered Daly City three additional bookmobile stops in lieu of a contract. The Deputy City Manager and the County Library are conferring on the matter.

Computerized Technical Processing

CLSB has awarded $6,000 to each library participating in the Statewide Data Base program to purchase an OCLC or RLIN terminal. Daly City Public Library plans to use this reimbursement to computerize Technical Processing. John Sullivan and Linda Saltzer are negotiating with several PLS libraries in order to obtain the most cost effective system.

CLA Convention

President Kelechava said it would be nice if all the Daly City Library Trustees could attend the CLA Convention.

Mr. Chandler stated that the budget wouldn't permit all the trustees to attend this year but that he would request more money for this purpose in the 1981-82 budget.

CORRESPONDENCE

Letter from Abbi Lawrence

A letter from Abbi Lawrence, Union File Conversion Project Director, urging system members to apply for LSCA funds to convert BIBCEN to machine readable form, was read.

Bay Area Library and Information System

A letter to PLS and other Northern California library systems from BALIS, asking support for their request for funding a late hour and weekend reference service, was discussed. The Chair stated that Daly City's participation would depend on the action taken by the Peninsula Library System.

Letter from Nancy Crabbe

A letter from Nancy Crabbe announced the system will conduct a Problem Patron Workshop in Redwood City on November 19, 1980.

NEW BUSINESS

Library Journal, November 1, 1980

The City Librarian distributed an article by Kenneth E. Dowlin entitled "The Electronic Eclectic Library", wherein the use of home computers providing access to library resources was discussed.

Another Library Journal article, "New Technology", also mentioned the use of home computers to provide a variety of information services through OCLC.

REPORTS

Mr. Chandler reported there will be a moratorium on fines from December 22 through January 4.

It was noted the circulation figures for October were below last year's.

It was moved seconded and passed that no Board Meeting be held during the month of December.

ADJOURNMENT

The meeting adjourned at 9:35 p.m.

The next regular meeting will be January 20, 1981.

Samuel C. Chandler, City Librarian

1981

Notes

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CITY OF DALY CITY
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Daly City Public Library
BOARD OF TRUSTEES

January 20, 1981

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Bay Area Library and Information System

B. Multipurpose Building

C. Detection System

IV. CORRESPONDENCE

A. Letter from Karen Bosch Cobb

B. Letter from the Government Research Council

V. NEW BUSINESS

Appointment of Librarian I

VI. REPORTS

A. CLA Conference

B. BIBCEN Monthly Reports

C. Daly City Public Library Monthly Reports

CITY OF DALY CITY INTER-OFFICE MEMORANDUM

CITY OF DALY CITY
DATE 1-16-81
JAN 16 3 52 PM '81

TO LIBRARY BOARD OF TRUSTEES

FROM SAMUEL CHANDLER

SUBJECT JANUARY 20th LIBRARY BOARD MEETING

The Multi-purpose Design Review Committee is scheduled to meet with the architect to discuss building plans on the same night as the meeting of the Library Board of Trustees, January 20th.

Since a relocated John D. Daly Library will occupy a large portion of that building, it is very important for the Library Board to hear the architect's report. This report will be especially timely because a discussion of the Multi-purpose Building appears as Item B under Old Business on the agenda for the Library Board meeting.

Therefore, the Chairman of the Library Board of Trustees asks the Board to meet, instead, with the Multi-purpose group at 7:30 P.M., January 20th, in the Personnel Conference Room at 312 - 90th Street, across from the Civic Center.

Thank you,

Sam

cc: Michael Cooney
Sarah Kelechava
Bianca Caserza
Virginia Tierney
Richard Walsh
City Manager
City Clerk
Library

FEB 10 4 22 PM '81

Daly City Public Library
BOARD OF TRUSTEES

February 17, 1981

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Book Detection System

B. GRC Study

IV. CORRESPONDENCE

A. Letter from Karen Bosch Cobb

B. Letter from Toastmasters International

C. Letter from California State Library

D. Letter to Mrs. Richard Mealoy

E. Letter from Barbara Hill

V. NEW BUSINESS

A. PLS Film Library

B. Friends of the Library 25th Anniversary

VI. REPORTS

A. DCPL Monthly Reports

B. BIBCEN Monthly Reports

C. PLS Reports

D. Librarian I

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
February 17, 1981

The meeting was called to order by President Sarah Kelechava at 7:55 p.m.

ROLL CALL

Present: Sarah Kelechava, President; Virginia Tierney, Vice President; Bianca Caserza, Richard Walsh, Samuel Chandler, City Librarian

Excused: Michael Cooney

MINUTES

The minutes of the meeting of November 18, 1980 were approved as written.

OLD BUSINESS

Book Detection System

The City Librarian reviewed the options on the purchase of book detection system(s) to be purchased with the $12,000 Gellert grant. The Trustees will be informed when the selection has been made.

GRC Study

Mr. Chandler distributed a portion of the GRC Study on Automated Circulation in Public Libraries of San Mateo County. The report projects a county-wide saving of $185,000 per year and $1.3 million in seven years if the system is adopted.

CORRESPONDENCE

Letter from Karen Bosch-Cobb

In response to a request from Karen Bosch-Cobb, GRC Legislative Coordinator for CLA, Mr. Chandler has agreed to be legislative contact person in this district. Mr. Chandler will maintain contact with Louis J. Papan regarding legislation effecting libraries in the State.

Letter from Toastmasters International

A letter from John R. Risher of Toastmasters expresses the club's appreciation for use of Serramonte's Community Room for a regional training meeting.

California State Library

Mr. Chandler advised the Board that the new State Directory of California Library Trustees and Commissioners is available in his office for their use.

Letter to Mrs. Richard Mealoy

A letter from the City Librarian to Mrs. Richard Mealoy of NSDAR was read. The letter thanked the organization for seeking to place a large number of books in the Serramonte Library, but explained that Daly City Public Library is unable to accept the large genealogical collection now housed at San Francisco Public Library.

Letter from Barbara Hill

Mr. Chandler reported on a meeting scheduled by Barbara Hill, Capital Projects Coordinator. The field trip was planned to look over areas under discussion for the proposed Bayshore Community facilities. The eventual site would include a park and a library to replace Bayshore Branch.

PLS Anniversary

As part of PLS' 10th Anniversary Celebration, Marine World/Africa U.S.A. will offer a $2.00 discount to anyone showing a library card during the week-end of April 4 and 5. A series of events has been planned during National Library Week (April 5-11) as part of an LSCA-funded Community Awareness Project.

Since Daly City Friends of the Library are having a Book Fair at Westlake Library during National Library Week on April 9, 10, 11, the Board suggested having a small reception after library hours on Saturday, April 11th as Daly City's "event" in joining the celebration.

Peninsula Library System

The PLS Film Library has added 27 videocassette titles to its collection, available for loan to PLS patrons.

Mr. Chandler distributed copies of newly adopted circulation procedures for the film library.

Daly City patrons borrowed 35 - 16mm films from the Film Center during January 1981. Publicity is needed, stated the City Librarian to make the public aware of the fine collection available.

Friends of the Library 25th Anniversary

The City Librarian read a Resolution, passed by the City Council, commemorating Daly City Friends of the Library 25th Anniversary.

REPORTS

The City Librarian reviewed Daly City Public Library Circulation reports and BIBCEN and PLS Loan reports for January.

Mr. Chandler announced that PLS Reference Coordinator Joan Larson has accepted the position of Coordinator of Public Services for San Mateo County Library. The new PLS Reference Coordinator will be Susan Holmer, a former PLS Outreach Librarian.

Librarian I

The test for Librarian I has been given and a list promulgated. The person selected will be assigned to work in Technical Processing.

CALTAC

Virginia Tierney reported on CALTAC activities. She is hosting a CALTAC workshop in May and asked for program suggestions.

ADJOURNMENT

The meeting adjourned at 9:25 p.m.

The next regular meeting will be March 17, 1981.

Samuel C. Chandler, City Librarian

Daly City Public Library
BOARD OF TRUSTEES

March 17, 1981

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. PLS System Advisory Board

B. RLIN Terminal

C. Teletype for the Deaf

D. Book Detection System

E. National Library Week

IV. CORRESPONDENCE

A. Wire from Jane Light

B. Wire from Karen Bosch Cobb

C. Letter from California State Library

1. Sutro Library

2. The Newsletter - March 1981

V. NEW BUSINESS

A. 1981-82 Budget

B. Staff Reorganization

VI. REPORTS

A. DCPL Monthly Reports

B. PLS Monthly Report

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting

March 17, 1981

The meeting was called to order by Vice President Virginia Tierney at 7:35 p.m.

ROLL CALL

Present: Sarah Kelechava, President; Virginia Tierney, Vice President; Bianca Caserza, Richard Walsh, Samuel Chandler, City Librarian

Absent: Michael Cooney

OLD BUSINESS

PLS System Advisory Board

At a PLS retreat it was decided that, in order to take a more active part, System Advisory Board members should be asked to attend meetings of the City Library Boards, if those boards approve.

The Chair directed that Marian Conser, the Daly City representative of the PLS Advisory Board, be invited to attend all meetings of the Board of Trustees of the Daly City Public Library.

RLIN Terminal

The City Librarian explained that the State is providing Daly City and several other libraries in the County with RLIN terminals for cataloging. The $6,000 computer is on order, pending receipt of funds.

Teletype for the Deaf

The TTD (Teletype for the Deaf) machine, purchased with Gellert funds, will be installed at Serramonte Library within the next two weeks.

The Board expressed a desire to come to the library for a demonstration.

Book Detection System

Pending approval by the City Council, monies will be shifted from other library accounts to purchase book detection systems for installation in both Serramonte and Westlake Libraries.

Mr. Chandler will bring pictures and specifications for the book detection system to the April Board meeting.

National Library Week

Mr. Chandler distributed a schedule of events to take place during

National Library Week and honoring the Peninsula Library System's 10th Anniversary.

Our Salute to the System will be a Friends of the Library book sale at Westlake branch, April 9, 10 and 11.

The Board of Trustees decided not to hold a previously planned reception following the book sale.

McDonald's Corporation is encouraging their local stores to join in a salute to National Library Week. Mr. Chandler will contact the local McDonald's Community Relations representative for a possible cooperative effort.

Multi-Purpose Building

The City Librarian diagramed various architectural plans and sites for a multi-purpose building on Mission Street at or near the War Memorial Building. This building, when erected, will house a library to replace the John D. Daly branch.

CORRESPONDENCE

Legislation

A teletype message from PLS Director Jane Light stated that Senator Neilson has reintroduced a public library funding bill for 1981-82.

The City Librarian will sent a letter of support when the bill is scheduled to go into hearing.

Mr. Chandler recommended that the Board support a bill, introduced by State Senator Maddy, to make California Community Colleges eligible as depositories for State documents.

Sutro Library

GRC Legislative Coordinator Karen Bosch-Cobb asks support of State Library new materials budget and urges opposition to divestiture of Sutro Library on the grounds it is a statewide resource and service. Sutro Library contains history, geneology, and paintings from all over the world.

CLA Newsletter - March 1981

In response to a letter from Stefan Moses, Senator Alan Cranston has pledged to take up the problem of the court decision effecting unsold inventory. Having to dispose of back inventories would have a negative effect on the publishing industry.

NEW BUSINESS

1981-82 Budget

The City Librarian discussed 1981-82 budget proposals. Since the library has the equivalent of 23.5 full-time employees, staffing 4 libraries, additional monies are being requested for salaries.

Automated Circulation

The City Manager asked the Public Library Department to put together a display on automated circulation that can be shown to the City Council. The City Librarian has asked John Sullivan and Linda Saltzer to work out a display similar to those that have been developed in Burlingame and San Mateo County.

Staff Reorganization

Linda Saltzer has been appointed to a full-time Librarian I position.

Library Assistant II and Library Aide tests have been given.

REPORTS

Daly City Public Library monthly report was reviewed and noted.

CALTAC

Virginia Tierney reported on CALTAC Committee Meeting held at her home. A workshop will take place in Vallejo on May 1st.

ADJOURNMENT

The meeting adjourned at 9:45 p.m.

The next regular meeting will be April 21, 1981.

Samuel C. Chandler

Samuel C. Chandler, City Librarian

3015

Daly City Public Library
BOARD OF TRUSTEES

April 21, 1981

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. RLIN Shared Cataloging

B. SB 358

C. State Library Budget

D. SB 69 - Clarion, March 11, 1981

IV. CORRESPONDENCE

A. Letter from CALTAC

B. 100 Annual Conference Preliminary Information

C. Letter from Barbara Hill

V. NEW BUSINESS

A. Letter from State Librarian (Tool Kit)

B. PLS Brochure

VI. REPORTS

CITY CLERK
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Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
April 21, 1981

The meeting was called to order by Vice President Virginia Tierney at 7:40 p.m.

ROLL CALL

Present: Sarah Kelechava, President; Virginia Tierney, Vice President; Bianca Caserza, Richard Walsh, Samuel Chandler, City Librarian.

Excused: Michael Cooney

Also Present: Marian Conser, Daly City Representative of PLS Advisory Board

MINUTES

The minutes of the meeting of March 17, 1981 were approved as written.

OLD BUSINESS

RLIN Shared Cataloging

The library has received $6,000 from the State of California to purchase an RLIN terminal for shared cataloging. The City Librarian read a letter he sent to the City Manager explaining the RLIN system and requesting appropriation of the funds by the City Council for the purpose of purchasing the terminal.

SB 358

The first hearing of SB 358, Senator Nielson's Public Library Funding Bill has been set for April 22. The bill is nearly identical to SB 958, except for an increase to $12 per capita.

SB 331, aimed at the child pornography industry, and SB 393, dealing with obscene matter, were two bills discussed concerning their implications for public libraries.

Senator Rains has introduced SB 512 which would abolish the Board of Library Examiners. CLA requested that the qualifications for County Librarian be left on the books.

Clarion - March 11, 1981

According to the March 11th Clarion the State Library Budget will be introduced in the State Senate where it will be thoroughly examined.

CLA supports Senator Maddy's bill, SB 69, which would make California Community colleges eligible to be state depository libraries.

Book Detection Systems

In response to a question from Mrs. Kelechava, Mr. Chandler reported that book detection systems - 3M Model 1350 - have been ordered for Serramonte and Westlake libraries.

CORRESPONDENCE

CALTAC

Virginia Tierney reported on CALTAC and announced their next meeting will be May 16th in Vallejo at the JFK Library, 10 a.m. to 3 p.m.

The City Librarian displayed the "Tool Kit" manual which will be sent to CALTAC members.

ALA Conference

The 100th Annual ALA Conference will be at S.F. Civic Center in Brooks Hall, June 26-July 2. Mr. Chandler said he would arrange for Trustees to attend. More information will be available at the May meeting.

Letter from Barbara Hill

A letter from Barbara Hill states the Design Review Committee meeting date has been changed from April 23 to April 29, 7:30 p.m. at the Doelger Center.

Mr. Chandler distributed a letter from David Rowe regarding the multi-purpose building site and plans.

NEW BUSINESS

Automated Circulation

The RFP on automated circulation has been approved to be sent to vendors.

PLS Brochure

The City Librarian circulated the new PLS stationery and new brochure listing member libraries and their locations.

Part-time Employees - Library Hours

Mr. Chandler reported that the last CETA employee in the library has been notified that the program has been terminated. He has requested budget funds for part-timers to replace the CETA employees.

The possibility of having shorter hours during the summer was discussed. Mr. Chandler agreed to talk to the staff regarding recommendations to bring to the May meeting.

PLS Advisory Board

Marian Conser stated she was glad to know what's happening on the local scene and hopes to attend our Board meeting each month.

MONTHLY REPORT

It was noted from the monthly report that circulation figures are up.

ADJOURNMENT

The meeting adjourned at 9:25 p.m.

The next regular meeting will be May 19, 1981.

Samuel C. Chandler
City Librarian

3015

Daly City Public Library
BOARD OF TRUSTEES

May 19, 1981

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. 1980-81 Expenditures

B. Staff Assignments

C. Summer Hours

D. SB 358 and other legislation

E. State Library Budget

F. ALA Conference

IV. CORRESPONDENCE

A. Letter from Hayward City Council

B. Letter from Gail McGovern, State Library

C. Letter from Herbert Garcia

D. Letter from Wilson Riles and Gary E. Strong

V. NEW BUSINESS

A. Report on CALTAC Workshop

B. Friends of the Library Annual meeting and gift

C. Appointment to the Library Board

VI. REPORTS

A. Report of ILL losses

B. DCPL Monthly Reports

C. PLS Reports

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
May 19, 1981

The meeting was called to order at 7:35 p.m. by Vice President Virginia Tierney.

ROLL CALL

Present: Sarah Kelechava, President; Virginia Tierney, Vice President; Bianca Caserza, Michael Cooney, Richard Walsh, Samuel Chandler, City Librarian

Also Present: Marian Conser, John Sullivan, Adrienne Savetnick, Linda Saltzer, Donna Barnes, Linda Barnes

MINUTES

The minutes of the meeting of April 21, 1981 were approved as written.

OLD BUSINESS

1980-81 Expenditures

The City books are closing as of May 31st. The City Librarian reviewed budget expenditures as of May 1, 1981.

Staff Assignments

Mr. Chandler announced the following changes in staff assignments as of June 1, 1981: Rose Marie Kraus will move to Serramonte Branch in charge of Children's Services; Donald Whitton will supervise both Bayshore and John D. Daly branches; Jocelyn Kohler continues as part time Outreach Librarian and will also work part time as Children's Librarian at Westlake branch.

The City Librarian reviewed the Library's 1981-82 budget requests and explained that the increase requested for part time salaries was cut at the first budget hearing and that $50,000 additional must be trimmed from the 1981-82 Library budget requests.

Mr. Cooney expressed concern over the budget cuts and stressed the importance of library services.

Mr. Sullivan questioned how the library can serve more people with less.

Mr. Chandler encouraged the Trustees to come to the budget hearing and speak up.

Library Hours

Linda Saltzer presented a proposal to alternate open days at Bayshore and John D. Daly branches and to cut seven hours a week at Westlake and Serramonte libraries.

Mr. Chandler said that, because of the discontinuing of the CETA employees, the library staff now has 26 FTE members. This means the staff cannot cover the present hours. A discussion ensued.

The City Librarian stated he would present the new schedule to the City Manager.

SB 358

The Senate Education Committee approved SB 358 unanimously. The proposal has been sent to the Senate Finance Committee for consideration.

Virginia Tierney state CALTAC went on record backing the bill and suggested the City Council be asked to do the same.

Mr. Chandler said no position has been taken by the League of California Cities or by the City Council and suggested the Library Board of Trustees pass their own resolution in support of SB 358.

State Library Budget

The State Librarian has met with the various committees and recommended the budget for the State Library, including the Sutro Library, be adopted. The Legislative Analyst's recommendation to use LSCA funds for a "one time replacement" of State general funds was not supported by the fiscal committees.

ALA Conference

The City Librarian will pre-register Trustees to attend the ALA Conference in San Francisco, June 26-July 2. He asked Board members to indicate which meetings they wish to attend.

CORRESPONDENCE

Letter from Hayward City Council

Mr. Chandler read an invitation to the Dedication of Hayward's expanded library facilities. The reception will be June 7, 1981.

Letter from Gail McGovern, State Library

As a point for information Mr. Chandler referred to a letter from Gail McGovern to grant seekers interested in construction funds for libraries.

Capital funds have been requested for automated circulation and the RFP has gone out to bid. Mr. Chandler suggested that a foundation grant may be the solution enabling Daly City to benefit by joining other libraries in the County at a lower cost.

Letter from Herbert Garcia

The San Mateo County Historical Association has remodelled and built a

new display area in their museum at CSM. Director Herbert Garcia has invited Daly City to participate and put together a display. Belva Carroll of the Daly City History, Arts and Science Commission and Friends of the Library would like the library to cooperate with H.A.S. in doing a display, which can later be used at the Historical Association's "Victorian Days in the Park".

The Board agreed with the recommendation.

Letter from Wilson Riles and Gary E. Strong

A letter from State School Superintendent Wilson Riles and State Librarian Gary Strong says that, because of the conditions facing libraries in California, they strongly urge integrating school and public libraries.

NEW BUSINESS

CALTAC Workshop

Virginia Tierney reported that the CALTAC Workshop held in Vallejo on May 16 was well attended and very successful. Liz Gibson gave a presentation on automation and Mrs. Minudri reported on fund raising in Berkeley.

Friends of the Library Annual Meeting and Gift

Mr. Chandler explained that the library is looking into renting copy machines for Serramonte and Westlake libraries. The present coin copiers, purchased (reconditioned) in 1974, are in poor condition and often out of order. He proposes asking the Friends of the Library to administer the rental of two new machines, the cost of which will be paid for (at 15¢ a copy) by patron use.

The Trustees approved going to the "Friends" with the proposal.

Appointment to Library Board

The terms for Board members Virginia Tierney and Richard Walsh expire in June 1981. Trustees who wish to must re-apply.

REPORTS

Report of ILL Losses

Mr. Chandler reviewed the ILL report of books borrowed from other libraries and never returned. These losses must be paid out of Daly City's book budget.

Patrons of the Arts Workshop

Richard Walsh announced the Daly City Patrons of the Arts will have a workshop and oil painting demonstration by a teacher from CSM on May 20, 7-9 p.m. at Serramonte Library.

Friends of the Library Meeting

The Friends of the Library will meet at Serramonte Library, Wednesday evening, May 27th. Hartley Appleton will speak on China.

ADJOURNMENT

The meeting adjourned at 10:15 p.m.

The next regular meeting will be June 16, 1981

Samuel C. Chandler, City Librarian

Daly City Public Library
BOARD OF TRUSTEES

June 16, 1981

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. California State Library Budget

B. Legislation

C. Friends of the Library Annual Gift

D. A.L.A. Conference

IV. CORRESPONDENCE

A. Letter to Clare Henjum

1. Library Service to the Handicapped

2. Book Detection System

B. Peninsula Library News

C. BARC Notes

V. NEW BUSINESS

A. Summer Program

B. Inter-Library Loan

VI. REPORTS

CITY OF DALY CITY
CITY CLERK
AUG 12 11 49 AM '81

Daly City Public Library
BOARD OF TRUSTEES

Minutes of the Regular Meeting
June 16, 1981

The meeting was called to order by President Sarah Kelechava at 7:35 p.m.

ROLL CALL

Present: Sarah Kelechava, President; Virginia Tierney, Vice President; Bianca Caserza, Michael Cooney, Richard Walsh, Samuel Chandler, City Librarian

Also Present: Marian Conser, PLS Advisory Board; Linda Barnes, Donna Barnes

MINUTES

The minutes of the meeting of May 19, 1981 were approved as submitted.

OLD BUSINESS

California State Library Budget

The City Librarian reported the budget for the State has passed and been sent to the Governor.

Legislation

AB 130 - Use Tax - Would give libraries savings on library materials.

A survey is being done on the impact for libraries of increased postal rates.

SB 358 - An update on the bill is printed in "Clarion" No. 19, dated June 4, 1981. Mr. Cooney's motion that the Board write to chairmen of both the Assembly and Senate committees supporting SB 358 was seconded and passed.

Friends of the Library Annual Gift

The "Friends" have put on deposit monies to supplement the rental of 2 new coin copy machines, one each for Serramonte and Westlake Libraries. The rental fees will cover the coin copier plus maintenance.

The Friends of the Library also purchased two phone answering devices for Serramonte and Westlake libraries. Thirty upholstered folding chairs are being purchased by the Friends of the Library for use in Westlake and Serramonte Community rooms.

Virginia Tierney said that 340 Sunset books were donated for the next Book Fair which will be held October 3, 1981.

ALA Conference

Mr. Chandler registered three members of ALA for the Conference. He said he would pick up the registrations and badges, which will be available in the Library Business Office for those Trustees wishing to attend.

CORRESPONDENCE

Trustees' and Commissioners' Meeting

The City Librarian urged all Trustees to attend a special meeting on Wednesday, June 24th, regarding the City's financial status.

Reports to Clare Henjum

Library Service to the Handicapped

Mr. Chandler reviewed a report to Clare Henjum, Daly City Grants Officer, on the status of the Gellert grant for service to the blind, poorly sighted and functionally illiterate.

Book Detection System

A report on the book detection systems, purchased with Gellert funds, was also sent to Clare Henjum. The 3M system was installed at Westlake on June 16, and Serramonte's system will be installed on June 17.

PLS Newsletter

The PLS Newsletter includes a survey of what their Outreach bus does and where it goes. Daly City uses its services four times a month.

NEW BUSINESS

Summer Program

Mrs. Chandler distributed printed forms which will be used for the Children's Summer Reading Program in all four libraries.

Custodial Care at Westlake Library

A copy of a letter from Denise Schwarzbach, former President of the Friends of the Library, to David Rowe, regarding lack of custodial care at Westlake Library, was read. A reply to Mrs. Schwarzbach from John Martin, Assistant City Manager, stated what changes have been made in personnel and maintenance scheduling to help rectify the situation.

Interlibrary Loans

A letter from CLSA Fiscal Analyst Curtis Purnell states that 1980-81 is the biggest year yet for both direct loans and interlibrary loans.

During May Daly City borrowed 61 films and 15 videocassettes from the PLS Film Center.

Sarah Kelechava asked that any City Council agendas with items pertaining to the library be sent to Library Trustees.

ADJOURNMENT

It was moved, seconded and passed that the July meeting be cancelled.

The meeting adjourned at 9:40 p.m.

The next regular meeting will be August 18, 1981

Samuel C. Chandler
City Librarian

Daly City Public Library

BOARD OF TRUSTEES

July 21, 1981

CITY OF DALY CITY
CITY CLERK
JUL 13 4 19 PM '81

The Library Board of Trustees meeting for July 21, 1981 has been cancelled. The next regular meeting will be August 18, 1981.

Samuel C. Chandler

Samuel C. Chandler
City Librarian

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Daly City Public Library
BOARD OF TRUSTEES

August 18, 1981

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. 1981-82 Budget

B. Legislation

C. Photo copy machines

D. RLIN

E. Hours at the Bayshore Library

IV. CORRESPONDENCE

A. Letter from California State Library

B. Letter from California Association of Library Trustees and Commissioners

V. NEW BUSINESS

1981-82 Holiday Schedule and three-day weekends.

VI. REPORTS

Daly City Public Library
BOARD OF TRUSTEES
Minutes of the Regular Meeting
August 18, 1981

CITY OF DALY CITY
CITY CLERK
SEP 10 4 39 PM '81

The meeting was called to order by Vice President Virginia Tierney at 7:30 p.m.

ROLL CALL

Present: Virginia Tierney, Vice President; Bianca Caserza, Michael Cooney, Elsie Garrison Martin, Samuel Chandler

Excused: Sarah Kelechava

MINUTES

The minutes of the meeting of June 16, 1981 were approved as submitted.

OLD BUSINESS

Swearing in of Trustees

City Clerk Betty Mazza conducted the swearing in of Virginia Tierney and Elsie Garrison Martin for three-year terms as Library Trustees.

Legislation

The City Librarian agreed to send a telegram to Senator Foran in support of AB-21. If the bill passes it will link to the Library Funding Bill SB-358, which then must also be approved.

AB-129 (Lockyer), which sets salaries based on comparable worth in female dominated jobs has passed the Assembly and now goes to the Senate.

AB-399, pertaining to instructional materials standards, is opposed by CLA.

Election of Officers

President: Virginia Tierney, nominated by Michael Cooney, Seconded by Bianca Caserza.

Vice President: Bianca Caserza, nominated by Virginia Tierney, seconded by Michael Cooney.

There being no further nominations, it was moved and seconded that the Chair declare the ballot unanimous.

1981-82 Budget

Mr. Chandler reviewed the Library budget for 1981-82.

The City Librarian informed the Trustees that applications for Gellert Foundation funds must be received by August 26. The library is interested

in a computer terminal for Westlake branch for interlibrary loans and rapid reference services.

Mrs. Tierney said she believed the Library should ask for a grant for funds for books. The City Librarian said he would talk with the staff about making such an application.

Fines and Fees

The City Librarian will attend a meeting August 19 to discuss fines and fees for raising City revenues. He said most fees that the library can legally charge are already in practice, but suggested that donations for books or periodicals subscriptions could be considered.

Photocopy Machines

Two coin-operated copy machines have been ordered for rental from Pitney-Bowes to be installed at Serramonte and Westlake Libraries on or about September 1. As their annual gift to the library the Friends of the Library have agreed to retain funds to cover the rental cost, if monies collected are not adequate.

Mr. Cooney suggested publicizing the new book detection systems and the copy machines.

RLIN

The joint agreement between Daly City, Burlingame, and Menlo Park for the RLIN cataloging terminal is ready to be signed. All lines should be in and the computer installed by August 31.

Hours at Bayshore Library

Mr. Chandler distributed copies of a letter to the City Manager from Guido Colla, Superintendent Bayshore School District, asking the City to consider changing the hours that the Bayshore Library is open to the public.

Mr. Rowe's reply explained staffing problems that were created due to termination of the CETA program and invited representatives of the school district to attend the Library Department's budget hearing to present their viewpoint.

Discussion ensued regarding library hours, staffing and budget problems.

CORRESPONDENCE

Letter from California State Library

The CLA Newsletter states a study on library fees has been made, and Kit #74, entitled Fees for Service is available for purchase from SPEC. Daly City Library has ordered the book.

Letter from CALTAC

The California Association of Library Trustees and Commissioners invites its members to submit names for 1981 Awards for Outstanding Service to Libraries by September 1, 1981. The Board of Trustees selected six people to nominate for awards from the seven categories listed, as follows:

1. Trustee or Commissioner or System Advisory Board member for outstanding service to a local library or system: Virginia Tierney
2. Librarian for outstanding work with a Board of Trustees or Commissioners: Samuel Chandler
4. Friends Award for outstanding contribution by a Friends of the Library group: Daly City Friends of the Library
5. Organization or Individual making a significant financial contribution to a library or library program: Fred Gellert Foundation
6. Legislator for special support or promotion of legislation to benefit library service: Louis Papan
7. Award to an individual who has rendered outstanding or continuing service to a library: Sarah Kelechava

NEW BUSINESS

League of California Cities Meeting

Mr. Chandler announced the League of California Cities is meeting in San Francisco October 17-20.

1981-82 Holiday Schedule and Three-day Weekends

The City Librarian informed the Board that the union is asking for a statement in their contract that Daly City Libraries will continue to close on Saturdays during weekend holidays. He said the City's position is that setting library hours is the prerogative of the Library Board.

Mrs. Tierney said she would like to see the libraries open on those Saturdays.

Mrs. Martin asked if volunteers could be used for this purpose.

Mr. Cooney stated that he feels the library should continue to honor what was done in past years, which is to close on Saturdays during weekend holidays.

ADJOURNMENT

The meeting adjourned at 9:45 p.m.

Samuel C. Chandler

Samuel C. Chandler, City Librarian

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Daly City Public Library
BOARD OF TRUSTEES
September 15, 1981

CITY OF DALY CITY
CITY CLERK
SEP 10 4 39 PM '81

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Legislation

B. Copy Machines

C. 1980-81 Annual Report

IV. CORRESPONDENCE

A. Letter from 49-99 Cooperative Library System

B. Letter from Daly City Host Lions Club

C. Letter to Colma-Vista Grande Eagles- Auxiliary # 1848

V. NEW BUSINESS

A. Resolution Commending Friends of the Library

B. Grants

C. PLS Film Center

VI. REPORTS

Daly City Public Library
BOARD OF TRUSTEES

Minutes of the Regular Meeting
September 15, 1981

CITY OF DALY CITY
CITY CLERK
OCT 16 8 08 AM '81

I. ROLL CALL

Present: Virginia Tierney, Bianca Caserza, Sarah Kelechava

Excused: Michael Cooney, Elsie Garrison Martin

II. MINUTES

The minutes were approved as corrected.

III. OLD BUSINESS

A. Legislation

Reference to the Clarion from the California Library Association showed that Senate Bill 358 has been made a two year bill. This means it will not be voted on until January and must go back to the state Senate where it originated.

Senate Bill 940, which would amend the current harmful matter statute, has been pulled by its author and may become a two year bill.

AB 1791, which would have endangered funding to libraries from the special district augmentation funds, is as good as killed but may appear again as a two year bill.

B. Copy Machines

The City Librarian reported that copy machines have been ordered from Pitney Bowes and will be placed in the Westlake and Serramonte Libraries.

Friends of the Library will place $500 with the Daly City Finance Department to supplement the collection so that rental may be paid.

C. 1980-81 Annual Report

The Annual Report indicates that the library owns 146,865 books, 27,000 pamphlets and documents and 950 microfilms, for a total of 174,814 items.

Total circulation equalled 566,306. A total of 30,325 questions were received. Of these all but 135 were answered by the staff of the Daly City Public Library. 135 questions were referred to another agency.

IV. CORRESPONDENCE

A. A letter to the Congress of California Public Library Systems from the 49-99 Cooperative Library System announced that a meeting will be held on December 16, 1981, the final day of the CLA Conference, to consider the development of multi-type library systems.

Daly City Public Library
Board of Trustees
Minutes of the Regular Meeting
September 15, 1981

B. It was noted that the newsletter of the Daly City Host Lions Club was one of several papers that paid tribute to Jean O'Rourk, former Daly City Librarian who was beaten to death by vandals.

The City Librarian said that many library users had called to express regret over the death of a true pioneer in the field of library science. The Board suggested an appropriate way to honor Mrs. O'Rourk be found.

C. Letter to Colma Vista Grande Eagles - Auxiliary #1848

Mr. Chandler suggested that the funds from the Eagles Auxiliary be used for large type books.

D. A letter from the Library Staff

A letter from the Library staff invited members of the Board of Trustees to a dinner honoring Rose Savage who is retiring after eighteen years of service.

V. NEW BUSINESS

A. Resolution Commending Friends of the Library

Mrs. Tierney reported that the City Council had passed a resolution honoring the Friends of the Library for its many services.

B. Grants

1. The City Librarian said that the Public Library had applied for a grant of $25,000 to the Fred Gellert Foundation to help pay the costs of joining in an on-line, automated circulation system.

2. An application to the Carl Gellert Foundation was filed to cover the costs of reinstituting the McNaughton prepublication plan.

C. PLS Film Center

A report of the circulation of the PLS Film Center showed that there has been an increase in use of all types of films.

VI. REPORTS

Monthly reports indicate a drop in circulation. This reflects the decrease in hours.

There being no further business the meeting adjourned.

Samuel C. Chandler, City Librarian

CITY OF DALY CITY
CITY CLERK
Oct 16 8 09 AM '81

Daly City Public Library
BOARD OF TRUSTEES

October 20, 1981

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Automated Circulation

B. Collection of large type books purchased with a donation from the Eagles Auxiliary

C. C.L.A. Conference

D. Legislation

E. Photo Copiers

F. Plaque honoring Jean O'Rourk

G. Conflict of Interest

IV. CORRESPONDENCE

A. Letter from CALTAC Tool Kit Review Committee

B. Friends of the Library

V. NEW BUSINESS

A. Interlibrary Loan Reimbursements

B. Direct Loan Reimbursements

C. Public Library Department Goals

D. Bayshore and John D. Daly hours

CITY OF DALY CITY
CITY CLERK
Nov 12 10 52 AM '81

Daly City Public Library
BOARD OF TRUSTEES

Minutes of the Regular Meeting
October 20, 1981

President Virginia Tierney called the meeting to order at 7:35 p.m.

ROLL CALL

Present: Virginia Tierney, President; Bianca Caserza, Vice President; Sarah Kelechava, Elsie Garrison Martin, Samuel Chandler, City Librarian

Excused: Michael Cooney

MINUTES

The minutes of the meeting of September 15, 1981 were approved as written.

OLD BUSINESS

Automated Circulation

The City Librarian reported on the state of negotiations and planning for automated circulation in the Peninsula Library System. The contract will be sent to GEAC Corp., the low bidder. Daly City's costs for an installed, on-line system would run from $102,000 to $112,000. Daly City Library has applied to Gellert Foundation for a $25,000 grant with the hope that some of it can be used to input Daly City's records.

The Library Board of Trustees passed a resolution supporting the concept of purchasing an on-line automated circulation system.

Large Type Books

The City Librarian asked to carry this item over to the November meeting.

CLA Conference

The California Library Association's 83rd annual conference takes place in San Francisco December 12-16.

Mr. Chandler said the CLA Council approved a $10 pre-registration fee for Trustees. Board members discussed which meetings they wish to attend. The City Librarian will send in pre-registration forms before the next regular meeting.

Legislation

Mr. Chandler said that at the League of California Cities Conference 10/20/81 a motion was made supporting separate legislation for library funding.

It was moved, seconded and passed to send a letter to State legislators in December, supporting SB-958

Photo Copiers

The City Librarian presented three lease-purchase options from Pitney Bowes Co. for the copy machines now under a rental agreement. He said the Friends of the Library are underwriting the rental of the copiers, but not a lease/purchase plan.

After some discussion the Board of Trustees stated they were not interested in purchasing the copiers which may be obsolete in 3 to 5 years.

Plaque honoring Jean O'Rourk

Mr. Chandler said that, since the back room at John D. Daly Library was erected under the supervision of Mrs. O'Rourk, it would be fitting to name the children's room in her honor.

It was moved, seconded and passed that a plaque honoring Jean O'Rourk be installed in the Children's Library section of John D. Daly branch.

Conflict of Interest

Mr. Chandler explained that, by law, all City and County officials must submit personal financial statements. He said that, if the Board members had not been notified or sent forms, they need not file a statement.

CORRESPONDENCE

CALTAC Tool Kit Review Committee

CALTAC is investigating the possibility of re-doing their Tool Kit Manual and want to know if it was useful. The City Librarian and Board of Trustees indicated that they found the Tool Kit very helpful and informative.

Friends of the Library

Virginia Tierney reported that the Friends' October 3rd Book Fair netted over $1,900.

Doelger Senior Center

Mr. Chandler said the Board is invited to participate in a day-long art show at Doelger Senior Center on November 19, honoring Thelma Doelger.

NEW BUSINESS

ILL and Direct Loan Reimbursements

The City Librarian presented comparisons of Interlibrary and Direct Loans within the Peninsula Library System. To point out the success of the centralized PLS Film Center he said that their State reimbursements totaled $43,509.

Broadmoor/Colma Contract

Mr. Chandler said that the County contract had been signed. The City will receive $12,000 for the period of debate and the rest of fiscal year 1980-81.

Public Library Department Goals

The City has organized management groups which are meeting to develop goals for each department. When the goals for the Library Department are drawn up and approved the City Librarian will bring them to the Board of Trustees for perusal.

Bayshore and John D. Daly Hours

The City Librarian has received complaints about the hours at Bayshore and John D. Daly Libraries. He and Mr. Whitton have worked out a new schedule as follows:

Bayshore		John D. Daly	
Mon., Wed., Thurs., Fri.	2-6 p.m.	Tues., Wed., Thur., Fri.	2-6 p.m.
Tues.	4-8 p.m.	Mon.	4-8 p.m.

Both libraries closed Saturday

If the Trustees agree, Mr. Chandler said he would inform the Homeowners' Association.

ADJOURNMENT

The meeting adjourned at 9:20 p.m.

The next regular meeting will be November 17, 1981.

Samuel C. Chandler

Samuel C. Chandler, City Librarian

Daly City Public Library
Board of Trustees
Nov. 17, 1981

CITY OF DALY CITY
CITY CLERK
Nov 12 10 52 AM '81

AGENDA

Civic Center
Conference Room

7:30 PM

I. Roll Call

11. Minutes

111. Old Business
- A. Automated Circulation
- B. CLA Conference
- C. CALTAC - Review
- D. Placque honoring Jean O'Rourk.
- E. Bayshore and John D. Daly hours.

IV. Correspondence
- A. Letter to Sky Lions
- B. Letter to Daly City Host Lions
- C. Letter from Mike Cooney

V. New Business
- A. Volunteers

VI. Report
- A. Interlibrary Loan Transactions
- B. Grants
- C. Monthly Reports.

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
November 17, 1981

President Virginia Tierney called the meeting to order at 7:35 p.m.

ROLL CALL

Present: Virginia Tierney, President; Bianca Caserza, Vice President; Elsie Martin, Samuel Chandler, City Librarian; Marian Conser, PLS Advisory Board

Excused: Sarah Kelechava

MINUTES

The minutes of the meeting of October 20, 1981 were approved as written.

OLD BUSINESS

Automated Circulation

The City Librarian informed the Trustees that the Joint Exercise of Powers Agreement has been received for study by the jurisdictions who will be participating in the automated circulation system. The matter is on the agenda for Daly City's Council Meeting of November 23, 1981.

Mr. Chandler distributed a paper summarizing costs of the system based on a formula of population plus circulation plus size of collection. Daly City's estimated costs are approximately $107,000 for start-up and $30,000 per year on-going. Daly City officials are currently meeting with those of Redwood City and the County to consider a lease/purchase plan.

CLA Conference

Mr. Chandler announced that the Board of Trustees and City Librarian have been pre-registered for the CLA Conference and Trustees' luncheon on Saturday, December 12, and reservations have been made for those able to attend the Friends of the Library luncheon Monday, December 14.

CALTAC

It was announced that Virginia Tierney will be installed as President of CALTAC during the CLA Conference.

The City Librarian asked if Board members had received and answered the questionnaire regarding the "Tool Kit" manual.

Plaque honoring Jean O'Rourk

The City Librarian has informed the City Manager of the Library Board of Trustees' recommendation to name the Children's Library at John D. Daly branch in honor of Jean O'Rourk.

After some discussion it was decided to ask the Friends of the Library to conduct the dedication at John D. Daly Library at some future date.

Bayshore and John D. Daly Hours

The City Librarian read to the Board a letter he had written to Mr. John Broda of Bayshore Homeowners' Association, informing him of the new schedule of hours at Bayshore and John D. Daly branches as of December 7, 1981.

CORRESPONDENCE

Letter to Sky Lions

A letter from the City Librarian requesting funds for large print books was read. The reply from Sky Lions stated that their funds have been committed and they are unable at this time to contribute to our library's needs.

Letter to Daly City Host Lions

A reply to the letter to Daly City Host Lions, requesting funds for printing a County directory of large print books, has not been received as their Board does not meet again until December 3. Mr. Chandler will report on the status of this request at the next regular Library Board meeting.

Letter from Mike Cooney

A letter to the City Council from Michael Cooney, who has transferred from the Library Board of Trustees to the Personnel Board, was read.

The Chair directed that a letter of congratulations and appreciation be written to Mr. Cooney on behalf of the Library Board of Trustees.

NEW BUSINESS

Volunteers

The City Librarian said he had received a call from a City Councilman urging that Westlake and/or Serramonte Library be open during morning hours. It was suggested that senior citizen volunteers could be recruited to serve the public during the additional hours.

Mr. Chandler said that both the library staff and Joanne Thomas at the Senior Center felt service would be inconsistent using the depending on volunteers. However, Mr. Chandler will contact other volunteer groups.

PLS Advisory Board

Marian Conser reported on two newly formed PLS Advisory Board committees:

1. The Vote Committee is concerned with keeping people informed on public funding issues.

2. The Voice Committee would like everyone in the County to know what PLS does. A 10-minute narrated film explainig PLS is being shown to City Councils, Friends of the Library organizations, service clubs and other core groups within San Mateo County. Mrs. Conser said she would like the Board of Trustees to view the film and to let her know of any other groups wishing to screen it.

REPORTS

Interlibrary Loan Transactions

The City Librarian noted that in October Daly City borrowed 68 films from the PLS Film Center.

Grants

1. Mr. Chandler reported on the program for the blind and poorly sighted. He said the library plans to use a portion of remaining grant funds to hire an outreach specialist.

Mrs. Martin expressed an interest in seeing a demonstration of the library's TTY (teletype for the deaf) machine.

2. The Library has applied to the Fred Gellert Foundation for a $25,000 grant to help defray the costs of converting to an automated circulation system.

3. A $10,000 grant application to Carl Gellert Foundation to enable the library to continue prepublication book services has been filed.

ADJOURNMENT

The Board of Trustees voted to cancel the regular meeting for December.

The meeting adjourned at 9:30 p.m.

The next regular meeting will be January 19, 1982.

Samuel C. Chandler

Samuel C. Chandler, City Librarian

3015

Daly City Public Library
BOARD OF TRUSTEES

AGENDA

December 15, 1981

The regular December meeting of the Daly City Public Library Board of Trustees has been cancelled.

SCC:bc

1982

Notes

Daly City Public Library
BOARD OF TRUSTEES

January 19, 1982

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

- A. Automated Circulation
- B. Plaque honoring Jean O'Rourk
- C. Hours: Westlake Library
- D. Grants from the Gellert Foundation
- E. Demonstration of T.T.Y.

IV. REPORTS

- A. CLA Convention
- B. PLS Film Center
- C. Reference Library
- D. Use by non-residents
  - 1. Direct Loan Surveys

V. CORRESPONDENCE

- A. Letter from California State Librarian
- B. Letter from Friends of the Library

VI. NEW BUSINESS

- A. History Nights
- B. Bay Area Reference Center

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting

January 19, 1982

The meeting was called to order by President Virginia Tierney at 7:35 p.m.

ROLL CALL

Present: Virginia Tierney, President; Bianca Caserza, Vice President; Sarah Kelechava, Reynaldo Pimentel, Samuel Chandler, City Librarian

Excused: Elsie Garrison Martin

The City Librarian introduced appointee Reynaldo Pimentel and welcomed him as a new member to the Board of Trustees.

MINUTES

The minutes of the meeting of November 17, 1981 were approved as written.

OLD BUSINESS

Automated Circulation

Mr. Chandler informed the Board that the automated circulation system has been approved County-wide. Each jurisdiction will have representatives on the Governing Board. Mr. Chandler said a duty statement is being drawn up for a professional librarian who will be in charge of implementing and running automated circulation throughout the Peninsula Library System. The last library to be automated and on-line will be in about three years.

Plaque Honoring Jean O'Rourk

Bianca Caserza reported that she had met with Deputy City Manager Ray Letsinger and Councilman James Tucker at John D. Daly Library and they decided on the plaque and biographical sketch for Mrs. O'Rourk.

The dedication will take place on Wednesday, March 17 at 10:30 a.m. Ceremonies will begin at Lincoln Park; and Parks and Rec will provide buses to John D. Daly Library. A printed program will be provided by Crocker Neighborhood Association, the Senior Center and the City Council.

Westlake Library Hours

The City Librarian distributed a flyer reflecting a change of hours for Westlake Library. As of January 1982 the branch will be open Monday and Wednesday from 11:00 a.m. to 6:00 p.m.

Gellert Foundation Grants

The Carl Gellert Foundation has approved a grant for $10,500 to renew the McNaughton Book Service lease plan.

The Fred Gellert Foundation granted $25,000 to the library to defray the cost of conversion to automated circulation.

Demonstration of TTY

The City Librarian said that when a demonstration of the TTY machine and RLIN terminal is conducted - as requested by Mrs. Martin - the City Manager would like to be included. The Board requested that the City Librarian arrange a demonstration and report back to the Board.

REPORTS

CLA Convention

Virginia Tierney and Sam Chandler reported their impressions of the CLA Conference. Pursuant to a speech given by Senator Lockyer at the conference, Mr. Chandler discussed current pending library legislation.

CALTAC

Mrs. Tierney reported on CALTAC activities. At one of their meetings there was discussion regarding duties of advisory versus governing boards of library trustees.

Mrs. Tierney said she would like the Board of Trustees' duties to be clearly delineated, and asked the Board to review the trustees handbook and the Library Board policies.

PLS Film Center

Mr. Chandler said that during the month of December the PLS Film Library loaned 1,189 items. Of that number Daly City borrowed 63.

Reference Library - CIN

A letter from CIN (Community Information Network) reported that, due to funding cutbacks, as of 7/1/82 access to the services and resources of CIN will cost a fee of $100 per year.

Bianca Caserza moved that the Library work this $100 fee into its 1982-83 budget. The motion, seconded by Sarah Kelechava, passed.

Non-resident Direct Loan Survey

The City Librarian discussed the report on non-resident library borrowers. The first quarter direct loan reimbursement to Daly City from the State for non-resident use of the library was $433.92.

CORRESPONDENCE

Letter from California State Librarian

Mr. Chandler referred to a letter from the State Librarian reflecting a demographic comparison of growth of states in the U.S.

Friends of the Library

For the January 27th annual meeting of Friends of the Library the Daly City Patrons of the Arts' Performing Arts Guild will present the evening's program.

Book Fair

The October 3rd Book Fair netted $1,600.

NEW BUSINESS

Bay Area Reference Center

Mr. Chandler distributed copies of FY 82-83 BARC budget. He said the smaller BARC budget will mean cutting out some workshops, etc.

History Evenings

Mr. Chandler announced that the History, Arts and Science Commission and Doelger Seniors are sponsoring the first of a series of "History Evenings" at Doelger Center on February 10 at 7:30 p.m. Dr. Ken Bruce, Professor of History at De Anza College, will be the evening's speaker.

PLS Advisory Board

The PLS Advisory Board meets January 20th, 7:00 p.m., in the Serramonte Library Community Room.

CALTAC Workshop

Virginia Tierney said there will be a CALTAC workshop April 24th or May 22nd in South San Francisco.

ADJOURNMENT

The meeting adjourned at 9:30 p.m.

The next regular meeting will be February 16, 1982.

Samuel C. Chandler

Samuel C. Chandler, City Librarian

Daly City Public Library
BOARD OF TRUSTEES

February 16, 1982

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. History Nights

B. Large Print Books

C. Automated Circulation

D. Survey of Demographic Information

IV. REPORTS

A. Daly City Public Library Report

B. ILL Transaction Report

C. CLA; CALTAC

V. CORRESPONDENCE

A. Letter from the Mayor of Daly City: Awards Dinner

VI. NEW BUSINESS

A. Master Plan for Public Library Development

1. California

2. Daly City

B. Bylaws of the Board of Trustees of the Daly City Public Library

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
February 16, 1982

The meeting was called to order by President Virginia Tierney at 7:35 p.m.

ROLL CALL

Present: Virginia Tierney, President; Sarah Kelechava, Reynaldo Pimentel, Samuel Chandler, City Librarian; Betty Mazza, City Clerk; Marian Conser, PLS Advisory Board

Excused: Bianca Caserza, Elsie Garrison Martin

City Clerk Betty Mazza administered the oath of office to Reynaldo Pimentel.

MINUTES

The minutes of the meeting of January 19, 1982 were approved as written.

OLD BUSINESS

History Nights

Mr. Chandler reported that, in the interest of furthering a history program in Daly City, the History, Arts and Science Commission and Doelger Senior Center co-sponsored a "History Evening" February 10 at Doelger Center. H.A.S. Commissioner Belva Carroll and her committee planned the event which featured speaker Dr. Ken Bruce, History Professor at De Anza College.

Mr. Chandler said that the evening was a great success with more then 200 people attending. He discussed possible guest speakers for future "History Evenings", said he would keep the Library Board informed and welcomed any suggestions regarding history events.

Large Print Books

The City Librarian explained that monies from the Gellert Grant for the blind, poorly sighted and functionally illiterate, which has been funding a part time Outreach Librarian, will be depleted before the end of FY 1981-82. A requisition was submitted to the City to continue Marjorie Johansen's position using the Library's Temporary Personnel funds. In the meantime the City ordered a hiring freeze in all departments.

The Board of Trustees declared its support for Mr. Chandler's suggestion to use part of the grant funds, set aside for printing a system-wide catalog of Large Type books, for Marjorie Johansen's salary through FY 81-82, if the hiring freeze prevents using the library budget for this purpose.

Automated Circulation

Mr. Chandler said Linda Saltzer, Daly City Public Library's Technical

Processing Supervisor, will attend an Automated Circulation Conversion Committee meeting on Friday, February 19. The purpose of the meeting is to begin setting the conversion schedule of information which will be entered into the computer for each library.

Survey of Demographic Information

The City Librarian reviewed the State Library's demographic survey. The report states that, as of April 1980, the population of California exceeded that of New York by 35%, and that the San Francisco Bay Area and Los Angeles County are two of the largest urban areas in the country. The study suggests that these statistics point to a study to determine whether combining systems would provide more uniform service in California.

State Legislation

SB 358 has passed the Assembly and is now being heard by a committee in the Senate. There is a bill before the Senate that would provide monies for funding SB 358.

ILL Transaction Report

Mr. Chandler reviewed the non-resident Direct Loan transaction quarterly reports from the State Library:

	Non-Res. borrowers	Daly City Borrowed	Net Imbalance	Daly City Reimbursement
11/81	513	374	139	$433.92
1/82	357	346	11	34.56

CLA Newsletter

The CLA Governing Board did not pass the resolution stating that all "letters to the editor" must be included in the CLA Newsletter.

CALTAC

Virginia Tierney said that CALTAC has presented the 1981 Awards for Outstanding Service to Libraries. They will acknowledge all nominees by sending post cards to each.

Mrs. Tierney said she had written to the Children's Committee about studying children's services by educating trustees. Mr. Chandler agreed to write to Chairman Jean Kockinos, San Diego Public Library, to encourage their cooperation.

CORRESPONDENCE

Letter from Mayor of Daly City: Awards Dinner

A letter from Mayor Teglia states that, due to budget cutbacks, the annual Employee Service Awards Dinner will be a "pot luck" affair. The dinner is

planned for March 26 at Westlake Clubhouse; cocktails at 6:00 p.m. and dinner at 7:00. The cost is $3.00 per single and $5.00 per couple.

Jean O'Rourk Children's Library

The City Librarian suggested asking Friends of the Library to donate flowers or corsages to present to Mrs. O'Rourk's daughters at the dedication on March 17. Mrs. Tierney said that the "Friends" plan to donate "flowers for the day".

Mr. Chandler said he hoped that all Trustees would be able to attend.

Letter from South San Francisco Public Library

South San Francisco Public Library, West Orange Branch, sent a letter thanking neighboring libraries for serving their patrons while the branch was closed for recarpeting, rearranging and installing wheelchair access.

NEW BUSINESS

Master Plan for Public Library Development

1. State

Mr. Chandler said a preliminary draft of the Master Plan for Public Library Development was issued by the State in October 1980. A new draft is on its way to public libraries.

2. Daly City

Daly City's Master Plan has provision for libraries of medium size throughout the City.

In response to a question by the City Librarian the Board said they would like to begin reviewing the library master plan at the March meeting.

Bylaws

The existing bylaws and handbook for Daly City Public Library Board of Trustees is dated 1976. Mr. Chandler said that Proposition 13 radically changed the operation of libraries in the State of California. Mrs. Tierney suggested that the City Manager or member of the City Council be invited to meet with the Library Board to review the library bylaws.

Sarah Kelechava asked that the duties of trustees (bylaws) be reviewed in March and the master plan for libraries studied at a later date.

Friends of the Library

Mr. Chandler said, pursuant to a complaint from Friends of the Library, he has sent a work order to Electrical Division to repair the dumb waiter at Westlake Library. The elevator is helpful when they have their Book Fairs.

CALTAC

Mrs. Tierney announced a CALTAC workshop will take place May 22nd at South San Francisco Public Library.

ADJOURNMENT

The meeting adjourned at 9:50 p.m.

The next regular meeting will be March 16, 1982.

Samuel C. Chandler

Samuel C. Chandler, City Librarian

Daly City Public Library

BOARD OF TRUSTEES

March 16, 1982

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Review of the Bylaws of the Board of Trustees of the Daly City Public Library

B. Review of Budget Worksheet #1

C. Jean O'Rourk Memorial

D. Legislation

IV. REPORTS

A. Interlibrary Loans

B. Direct Loan Survey

C. Library Reports

D. CALTAC

E. CLA

V. CORRESPONDENCE

A. Letter from City Manager

B. The Exchange Club - April 27

VI. NEW BUSINESS

A. Goals and Accomplishments

B. Legislative Day, May 5th

C. Carpet in the Serramonte Library

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
March 16, 1982

The meeting was called to order by President Virginia Tierney at 7:35 p.m.

ROLL CALL

Present: Virginia Tierney, President; Bianca Caserza, Vice President; Sarah Kelechava, Elsie Garrison Martin, Reynaldo Pimentel, Samuel Chandler, City Librarian

MINUTES

Minutes of the meeting of 2/16/82 were approved with the following corrections: Pg. 3, under Bylaws; replace the last three words in paragraph 1 - "the library bylaws"- with "the responsibilities of the Board of Trustees". Delete the word "bylaws" in paragraph 2.

OLD BUSINESS

Review of Bylaws and Duties of Board of Trustees

The City Librarian said the bylaws and policies of the Daly City Public Library Board of Trustees have not be reviewed since 1976 and noted that several areas need revision.

Mrs. Tierney pointed out that, although the bylaws need to be reviewed, it would be more beneficial at this time to delineate the duties and responsibilities of the Board of Trustees. She said the matter is being clarified statewide and being put in writing for library Trustees and Commissioners.

Mr. Chandler then informed the Board of Trustees that City Manager David Rowe is planning to attend the April meeting to talk about the role of the Daly City Library Board of Trustees.

The City Librarian distributed copies of the Bylaws/Policy booklet. Bylaws revisions were recommended as follows:

Article IV, Section 1 (pg. 2): The regular meeting of the Board of Trustees shall be held each month at a date set by the Board - at a time and place to be set.

Article IV, Section 6: delete

Article II, Section 4: "but no officer shall serve in succession for more than 2 years".

Article IV, Section 7: Official records of the Board of Trustees of the Daly City Public Library shall be maintained "in the offices of the City Librarian" (replacing the words "main library").

Article I, Section 1 (Education Code): Needs revision after the word "California" reflecting items in Code "superseded by law".

Article IX: Board of Trustees to: "recommend to the City Council that such member be replaced".

The President ordered "Policies Review" to be placed on the May meeting agenda.

Review of Budget Worksheet #1

Mr. Chandler compared budgeted line items for 1981-82 with amounts projected to be spent for the balance of the fiscal year. Due to recent hiring freeze the City Librarian predicted that, out of a budget of $501,946, the Library will spend approximately $495,060 in F/Y 1981-82.

Jean O'Rourk Memorial

Mr. Chandler displayed program for the March 17th Jean O'Rourk Children's Library dedication. He said a large plaque with engraved proclamation will be mounted in John D. Daly Library.

Legislation

1. Mr. Chandler reported SB 358 will be heard in the Assembly on March 30, and urged that letters of support be written to local government committee.

2. "Clarion" reports no State Block Grants have been assured.

3. PLS Citizens Advisory Board invites Board to attend address by Congressman Lantos: "Advocating Effectively for Your Libraries", April 14, 7:30 p.m., in San Mateo City Council Chamber.

4. May 5 is Legislative Day in Sacramento. Board members urged to attend or send letters to legislators.

5. SB 393 has passed Senate. It relates to the definition of obscene material.

REPORTS

Direct Loan Survey

Mr. Chandler reported 23,104 circulation figures for third quarter Direct Loan Survey.

Film Center

Daly City patrons borrowed 71 items from PLS Film Center during February.

CALTAC

Virginia Tierney reported a CALTAC workshop will be held in Southern California on March 27th.

Mrs. Tierney invited Trustees to attend a CALTAC Workshop on May 22 at South San Francisco Public Library. Speakers will include Liz Gibson, on automation, and San Jose City Librarian Homer Fletcher. The PLS slide presentation, swap session and tour of the library will take place in the afternoon.

CLA

Mr. Chandler advised the Board that CLA Conference will be in Los Angeles this year and in Oakland next year.

CORRESPONDENCE

Letter from Mayor

A letter from Mayor Teglia invites Trustees to attend employees service awards dinner March 26 at Westlake Clubhouse. Due to anonymous donors the dinner will be catered. Tickets are $2.50 each.

Letter from PLS Community Relations Committee

A letter from PLS Community Relations Committee states that Marine World is offering discount privileges to San Mateo County library card holders April 17-18 and 24-25, during National Library Week.

Mr. Chandler asked for suggestions for decorating themes during National Library Week.

Letter to City Manager

Mr. Chandler said a letter was received complaining about the condition of planter boxes in front of Westlake Library and asking that they be repaired or removed to siden sidewalks. The matter has been placed in the hands of the Assistant City Manager.

Exchange Club

The framed historical documents - Freedom Shrine - donated by the Exchange Club and mounted in the Historical section of Serramonte Library, will be decicated at 11 a.m., April 27, 1982.

NEW BUSINESS

Goals and Accomplishments

Mr. Chandler said the City is looking into gearing raises for department heads by evaluating performance on certain goals and accomplishments.

Carpet in Serramonte Library

Mr. Chandler said Assistant City Librarian John Sullivan talked to the Friends of the Library regarding carpet replacement in the Serramonte Library Community Room. The "Friends" suggested inquiring about the possibility of having the carpeting cleaned.

The library is getting estimates on cleaning, repairing and replacing badly worn and damaged areas of carpeting in the Serramonte branch.

The meeting adjourned at 9:50 p.m.

Samuel C. Chandler

Samuel C. Chandler, City Librarian

Daly City Public Library
BOARD OF TRUSTEES

April 20, 1982

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Role of Daly City Library Board of Trustees - Mr. Rowe

B. Bylaws Revision

C. Budget Requests

D. Fees and Charges

E. National Library Week

F. Summer Reading Program

G. Carpet in Meeting Room

H. Legislation

I. Books in Large Print

IV. CORRESPONDENCE

A. Letter from CALTAC

B. Letter from State Librarian - CATALIST

C. Pictures - Jean O'Rourk Dedication

D. Letter from the Office of the Mayor

V. NEW BUSINESS

A. Freedom Shrine Dedication

VI. REPORTS

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
April 20, 1982

The meeting was called to order at 7:30 p.m. by President Virginia Tierney.

ROLL CALL

Present: Virginia Tierney, President; Bianca Caserza, Vice President; Sarah Kelechava, Reynaldo Pimentel, Samuel Chandler, City Librarian

Excused: Elsie Garrison Martin

Also Present: David Rowe, City Manager

MINUTES

The minutes of the meeting of March 16, 1982 were approved as written.

OLD BUSINESS

Role of Daly City Library Board of Trustees - Mr. Rowe

To clarify administrative/advisory borders of the Daly City Library Board of Trustees City Manager David Rowe cited State of California Education Code, Section 18-900. Certain areas of the Section are nullified or superseded by government or City Code, as follows:

The Library Board of Trustees shall:

I. Make and enforce all rules, regulations, etc., to govern library.

A. Not superseded by law. Daly City Library Board of Trustees may determine and enforce rules and regulations, set fines, etc. Have power to govern as long as it does not conflict with the Daly City Code and practice.

II. Administer Trusts

A. Not superseded by law or City Code. Library Board has power to administer gifts and trusts.

III. Set duties of employees; set compensation; hire and fire.

A. Conflicting laws

1. Government Code 45001: Civil Service System
45002: Library may be included in Civil Service System

2. City Code, Chapter 2.38: Daly City Civil Service System; together with Meet & Confer Act (Myers, Milius, Brown) takes away powers to set duties and to set compensation.

3. Government Code 34850-56: City Manager to appoint sub-officer positions; together with:

4. City Code, Chapter 2.02: Gives City Manager responsibility to appoint employees.

Numbers 3 and 4 above take away power of Board to hire and fire.

IV. Purchase books, property, etc.

A. Conflicting laws

1. Government Code 54201 requires a city to adopt purchasing system.

2. City Code, Chapter 3.12: City purchasing system; nullifies Library Board's purchasing powers. The City Council adopts a budget and makes appropriations.

V. Any and all other powers necessary

Mr. Rowe stated that although the Daly City Public Library Board of Trustees does not appoint the City Librarian or submit the budget directly, it does have the power to make and enforce policies that govern the library. Among the policies are those governing:

1. book selection
2. rules and regulations governing use of library
3. library hours
4. setting fines
5. which buildings are operated

Hiring Freeze

Mr. Rowe informed the Board that the City has declared a total hiring freeze. He said that, even with an employee vacancy rate of 11.6%, the City will have a deficit budget for F/Y 1981-82, which may necessitate further reductions in personnel. In response to a question from Mrs. Tierney, Mr. Rowe said all Commissioners will be invited some time in May to a "State of the City" meeting to discuss budget problems.

Bylaws Revision

Table.

Budget Requests

The City Librarian distributed budget worksheets containing an estimate of what will be spent by the end of F/Y 1981-82. Because of budget restraints each department was required to submit 1982-83 requests reflecting 100%, 95% and 90% of the estimated expenditures for 1981-82, rather than 100%, 95% and 90% of the actual budget.

Fees and Charges

The City would like fees for use of facilities to compare with those charged by the Recreation Department. Mr. Chandler explained that the Library has been charging a fee of $5.00 per use for the Serramonte Community Room. He compared the fees charged by 15 libraries of similar size and found that the majority of them don't charge any fees. Mr. Chandler suggested charging an hourly fee plus a cleaning charge. Mr. Pimentel recommended charging a flat fee for use of the room. Discussion ensued.

Rey Pimentel moved that the library charge $25.00 for up to three hours, plus $5.00 for each additional hour. The motion, seconded by Bianca Caserza, passed unanimously.

National Library Week

Marine World is offering $3.00 discount to PLS library card holders during National Library Week.

Summer Reading Program

The Friends of the Library have donated $600 to help fund the 1982 Summer Reading Program for Daly City Public Library.

Carpet in Meeting Room

Mr. Chandler presented cost estimates for replacing, repairing and cleaning carpeting in various areas at Serramonte Library. The Friends of the Library have suggested cleaning carpeting in Serramonte Community Room and hallway as one of their annual gifts to the library.

Mr. Chandler stated the number one priority for a gift to the library would be a copy machine to replace the six-year-old Olivetti in the business office. The second priority would be money to augment the book budget.

Legislation

Table

Books in Large Print

Mr. Chandler displayed the newly printed PLS Large Print Books catalog, a large part of which was financed by monies from Daly City Public Library's Gellert grant for the blind and physically handicapped.

CORRESPONDENCE

Letter from CALTAC

Mr. Chandler read an invitation extended to the Board for a CALTAC WORKshop on Saturday, May 22, at South San Francisco Public Library. Registration ($2.50) and lunch ($3.50) reservations must be in by May 10.

Letter from State Librarian - CATALIST

Table.

Pictures - Jean O'Rourk Dedication

Mr. Chandler displayed photographs taken at the May 17 dedication of the Jean O'Rourk Children's Library in John D. Daly branch.

Letter from the Office of the Mayor

The City Librarian distributed a letter to each Trustee from the Office of the Mayor of Daly City. The letter announces the annual Daly City Senior Citizen luncheon.

NEW BUSINESS

Freedom Shrine Dedication

Mr. Chandler read a letter from the Exchange Club of Daly City inviting the Board of Trustees to attend the dedication of the Freedom Shrine at Serramonte Library, April 27 at 11 a.m.

ADJOURNMENT

The meeting adjourned at 10:20 p.m.

The next regular meeting will be May 18, 1982

Samuel C. Chandler

Samuel C. Chandler, City Librarian

PUBLIC LIBRARY

CITY OF DALY CITY

40 WEMBLEY DRIVE
DALY CITY, CALIFORNIA
94015

OFFICE OF THE
LIBRARIAN

May 19, 1982

Honorable City Council
Daly City Civic Center
90th and Sullivan Streets
Daly City, CA 94015

Dear Council Members:

At its meeting on May 18, 1982, the Board of Trustees of the Daly City Public Library directed me to inform your honorable body that it fully supports the City Manager in his endeavor to negotiate an equitable arrangement with San Mateo County for extending Daly City's library services to the residents of Broadmoor, Garden Village, Colma and Colma Unincorporated.

The Board of Trustees believes an arrangement that does not reimburse Daly City for providing the full range of its library services will be unsatisfactory.

Yours truly,

Samuel C. Chandler
City Librarian

SCC:bc

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
May 18, 1982

President Virginia Tierney called the meeting to order at 7:40 p.m.

ROLL CALL

Present: Virginia Tierney, President; Bianca Caserza, Vice President; Elsie Garrison Martin, Samuel Chandler, City Librarian; Raymond E. Letsinger, Deputy City Manager

Excused: Sarah Kelechava, Reynaldo Pimentel

MINUTES

The minutes of the meeting of April 20, 1982 were approved as written.

OLD BUSINESS

Bylaws Review

Table.

Summer Reading Program

The City Librarian said that, although Marjorie Johansen is unable to do the Summer Reading Program, he is working on some ideas and there will be a 1982 summer program in Daly City Public Library.

CALTAC Workshop

Mr. Chandler announced that Board members are registered for the CALTAC Workshop on Saturday, May 22, at South San Francisco Public Library.

Automated Circulation

Mr. Chandler said, when the County Board of Supervisors approves, the Joint Powers Agreement will have been signed by all jurisdictions. An Automated Circulation governing agency will then be formed.

Legislation

SB 358 would provide 10% of the library budget if building maintenance costs and employee benefits are included in the budget. If the bill passes, these costs would have to be included in the library budget.

REPORTS

Monthly Report

The Board reviewed the April statistics.

Mr. Chandler discussed adjusting library hours. He recommended that all branches be open five days per week, Tuesday through Saturday.

Financial Report

Line item expenditures on monthly printout dated 4/30/82 reflect that 86.2% of the entire library budget has been spent or is encumbered. The only money available is for salaries.

CORRESPONDENCE

Letter from City Manager - Ray Letsinger

Deputy City Manager Ray Letsinger distributed a draft copy of a memo to the City Council regarding status of San Mateo County funding for library services to Unincorporated Colma/Broadmoor and Town of Colma. Mr. Letsinger pointed out that we have been serving these areas without a contract since 12/31/81.

Daly City has requested an annual dollar amount of $10,000, which is a reduction from previous years. The county is reluctant to pay cash and is offering, instead, an "exchange of service" agreement.

Mr. Letsinger said that the staff is recommending that, unless we can reach a reasonable agreement by the end of June, we may terminate service to Broadmoor/Colma.

Bianca Caserza moved that the City Librarian write a letter to the City Council on behalf of the Board of Trustees, supporting the above staff recommendation. The motion was seconded and passed.

Message from PLS

A teletype message to all PLS libraries, announcing that PLS Director Jane Light had given birth to a baby girl, Jessica Charlotte, was received April 28, 1982.

NEW BUSINESS

Friends of the Library Annual Meeting

Mr. Chandler announced that Neil Fahy will speak and show slides on Iceland at the Friends of the Library annual meeting, May 26 at Serramonte Library.

The "Friends" annual gift to the library will be presented at the meeting.

Adopt a Magazine Program

Mr. Chandler would like the Friends of the Library to promote the idea of patron donated periodical subscriptions. A book plate in the magazine jacket would provide donor recognition.

Elsie Garrison Martin also suggested the possibility of acquiring donations of used office machinery from various corporations.

Linda Saltzer Resignation

Linda Saltzer, who has been Technical Processing supervisor, will be leaving Daly City Public Library may 21st. She has accepted a Librarian III position at Burlingame Public Library as head of Technical Processing.

ADJOURNMENT

The meeting adjourned at 9:35 p.m.

The next regular meeting will be June 15, 1982

Samuel C. Chandler, City Librarian

CITY OF DALY CITY INTER-OFFICE MEMORANDUM

DRAFT COPY - SUBJECT TO CHANGE

TO Honorable City Council DATE May 18, 1982

FROM Raymond E. Letsinger, Deputy City Manager

SUBJECT Status of County of San Mateo Funding for Library Services to Unincorporated Colma/Broadmoor and Town of Colma

In September 1981, the City Council of Daly City approved an extension of the subject agreement to cover the period from July 1, 1980 to December 31, 1981. The County payment was agreed at $12,000 for the eighteen month period, or an annualized payment of $8,000. The agreement took nearly two years to negotiate, largely due to the County's reluctance to pay Daly City hard dollars versus an "exchange of services" concept.

Historically, the County's payment for library services have been reduced over the past several years, with the level of service being maintained at the original level:

Period of Agreement	Annualized County Payment
1972 - 1975 (12 month agreements)	Minimum billing $22,425 Maximum billing $25,000
July 1, 1978 - June 30, 1979 (12 months)	$19,850
July 1, 1979 - December 31, 1979 (6 months @ $9,925)	$19,850
July 1, 1980 - December 31, 1981 (18 months @ $12,000)	$8,000
Proposed for January 1, 1982 - June 30, 1982 (6 months @ $4,000, with unacceptable conditions)	$8,000

The Colma Fire District, which comprises the same service area as the city's library service to Broadmoor/ Unincorporated Colma and Town of Colma area, has an assessed valuation of $32,658,621 for 1980-81 FY. The County Free Library tax rate is $.0336250831. This generates $10,973 for Library services in the Unincorporated Colma/Broadmoor, Town of Colma area. In addition, an additional 10% in District Augumentation funds or $1,000 is available, for a grand total of $11,973 annually.

The Broadmoor/Unincorporated Colma and Town of Colma area has 3,000 registered borrowers. The entire San Mateo County Library System has a total of 105,000 registered borrowers. This means that the service area comprises 2.85% of the registered borrowers in the San Mateo County Library System. The annual dollar amount requested by the City of Daly City is $10,000. The entire operating budget for the San Mateo County Library System is $3,769,499. The $10,000 requested represents only 0.26% of the San Mateo County Library System budget.

The County took nearly 2 years to complete negotiations for the contract period ending December 31, 1981. The current negotiations for the contract period starting January 1, 1982, have been delayed, while the County is pushing for an agreement which contains no cash payment by the County, but instead an "exchange for service" agreement.

Staff recommends that the City give notice to the Board of Supervisors of its intent to terminate library service to the Broadmoor/Unincorporated Colma and Town of Colma area effective July 1, 1982 unless a reasonable agreement can be negotiated in the near future.

Raymond E. Letsinger

Raymond E. Letsinger
Deputy City Manager

REL:hd

cc: City Manager
City Librarian
Library Board of Trustees

AGREEMENT BETWEEN COUNTY OF SAN MATEO

AND CITY OF DALY CITY FOR LIBRARY SERVICES

THIS AGREEMENT, made and entered into this _____ day of _____, 1981, by and between the COUNTY OF SAN MATEO, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and the CITY OF DALY CITY, a Municipal corporation of the State of California, acting by and through its Library Board, hereinafter referred to as "CITY".

W I T N E S S E T H:

WHEREAS, there are certain unincorporated areas within the County of San Mateo presently in need of library service, which areas are generally known as Broadmoor, Garden Village, unincorporated Colma and Town of Colma; and

WHEREAS, there was a previous Agreement for Library Services between the parties hereto, dated December 4, 1979; and

WHEREAS, the parties desire to extend the previous agreement in order to permit continued services thereunder at a level and at a cost agreeable to both parties:

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

1. Term of Agreement.

City agrees to continue to provide library service as set forth below during the eighteen-month period beginning July 1, 1980, and ending December 31, 1981.

2. Possible conflict with subsequent Agreement.

If the provisions of this Agreement should conflict with the provisions of any Joint Exercise of Powers Agreement previously or subsequently entered into by the parties hereto for the purpose of establishing or maintaining a county-wide system of library service, the provisions of the Joint Exercise of Powers Agreement shall prevail.

3. "Area of Service" defined.

For the purposes of this Agreement, "area of service: shall mean those areas in the County of San Mateo generally known as Broadmoor, Garden Village, unincorporated Colma and Town of Colma.

4. "Active Registrant" defined.

For the purposes of this Agreement, "active registrant" shall refer to a resident of the service area who has been registered by the Daly City Library as a borrower and whose eligibility for library borrowing privileges extends through the term of this agreement. A resident of the service area

EXHIBIT A

who is an owner of real property within the City limits of Daly City is specifically excluded from this definition of "active registrant".

5. Maintenance of borrowers' records.

City agrees to maintain separate records for active registrants.

6. Library Services.

City agrees to provide library service to active registrants who live in the area of service at all branches of the City library system.

7. Payment in consideration of service.

In consideration of said services, County agrees to pay to City the amount of $12,000.00. Payment shall be made in one lump sum.

8. Effect of City Annexation.

If during the term of this agreement City annexes more than five percent (5%) of the assessed value of the area of service, this agreement shall automatically terminate.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first hereinabove written.

CITY OF DALY CITY

By: Albert M. Teglia
Mayor of the City of Daly City

By: Virginia M. Tierney
President, Library Board of ~~Trustees~~

"CITY"

ATTEST:
Betty Mazza
City Clerk of the City of Daly City

COUNTY OF SAN MATEO

By: _____
Chairman, Board of Supervisors

"COUNTY"

ATTEST:

_____
Clerk of Said Board

Daly City Public Library
BOARD OF TRUSTEES

June 15, 1982

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Daly City-San Mateo County Contract

B. Summer Reading Program

C. Automated Circulation System

D. Legislation

E. Adopt a Magazine

F. Review of Bylaws

IV. CORRESPONDENCE

A. Donate a book program

B. Carry Only What's Most Popular: Administrator's Digest, June 1982

V. REPORTS

A. Friends of the Library Reorganization

B. PLS Reports

C. Daly City Public Library Reports

D. CALTAC

E. CLA

1. Goals

VI. NEW BUSINESS

July Meeting

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
June 15, 1982

The meeting was called to order by President Tierney at 7:40 p.m.

ROLL CALL

Present: Virginia Tierney, President; Sarah Kelechava, Elsie G. Martin, Reynaldo Pimentel, Samuel Chandler, City Librarian

Excused: Bianca Caserza

MINUTES

The minutes of the meeting of May 18, 1982 were approved as written.

OLD BUSINESS

Daly City-San Mateo County Contract

Mr. Chandler said Daly City has accepted $5,000 from the County to cover service to Broadmoor/Colma from January through June 1982. For fiscal year 1982-83 the contract has not been finalized.

Summer Reading Program

The City Librarian spelled out his ideas for using the $600 donated by Friends of the Library for the Summer Reading Program. He proposed showing book related movies at each branch; having story-telling and craft sessions; making bookmarks depicting a theme; and possibly having a reading tournament. Mr. Chandler will confer with the branch librarians, and plans to start the program around July 1st.

Automated Circulation System

The Joint Powers Agreement for the Automated Circulation System has been signed by all jurisdictions.

Mr. Chandler said that on June 14 Lois Kershner, who has been hired as the Manager of Shared Automated Circulation, toured the Daly City Library buildings to determine equipment needs and placement for each branch.

Mr. Chandler estimates that Daly City will begin conversion about a year from now. The library has a $25,000 grant from Gellert Foundation to help defray the cost of conversion.

Schedules

Mr. Chandler reported that, due to the probable loss of bailout funds from the state, there will be a year-long hiring freeze in Daly City. In addition to planned layoffs, the City is offering two years' service credit to encourage early retirement for eligible employees.

With a projected staff of 17 full-time employees, Mr. Chandler said he anticipates a reduction in library service hours. He said he would discuss scheduling with library supervisors and report back to the Board of Trustees.

Bylaws

Table.

Adopt a Magazine--Donate a Book

The City Librarian distributed an article from Menlo Park Library explaining their book donation program. The library maintains a list of desired titles, ranging in price from $10 to $75.

The Board expressed interest in Mr. Chandler's suggestion that Daly City initiate a similar "Adopt a Magazine" or "Donate a Book" program.

CORRESPONDENCE

Garibaldi Reception

Mr. Chandler explained plans being discussed with Mayor Teglia to bring the Garibaldi exhibit, now at the Italian Cemetery, to Serramonte Library. It has been suggested that in conjunction with the exhibit Bay Area descendants of Garibaldi (of Italy) be honored guests at a reception in Daly City this fall.

Administrator's Digest - June '82

Mr. Chandler referred to an article entitled "Carry Only What's Most Popular". A "scope of service" plan was devised for the 20 branches of the Louisville Public Library. The branches will have fewer magazines and reference books and will spend 20 to 40 percent of their book budgets on paperbacks.

Rey Pimentel suggested the branches be surveyed to determine the feasibility of such a plan in Daly City.

REPORTS

Friends of the Library Reorganization

Mr. Chandler said the "Friends" have been unable to find a president and that he has submitted names of prospects to their Board.

PLS Reports

Film Center: Reports indicate that circulation in the PLS Film Library has increased

BIBCEN: Mr. Chandler said the LSCA funded BIBCEN project is nearly completed. PLS libraries' holdings will be on microfiche and placed in the Westlake and Serramonte Libraries.

Daly City Library Report

The Daly City Public Library report for May 1982 was reviewed.

CALTAC

For CALTAC's 1982 Awards for Outstanding Service to Libraries, the Board suggested nominating the Carl and Fred Gellert Foundations as having made a significant financial contribution to a library or library program.

CLA Newsletter

The City Librarian referred to the April newsletter stating CLA's legislative policies. Their position is indirect support for library service, and that funding of libraries should be through taxation.

NEW BUSINESS

July Meeting

Due to the absence of Mr. Chandler and certain Trustees, the President directed that the July meeting be cancelled.

ADJOURNMENT

The meeting adjourned at 9:50 p.m.

The next regular meeting will be August 17, 1982.

CITY OF DALY CITY
CITY CLERK
JUL 16 10 52 AM '82

Daly City Public Library

BOARD OF TRUSTEES

July 15, 1982

The Library Board of Trustees meeting for July 20, 1982 has been cancelled. The next regular meeting will be August 17, 1982.

Samuel C. Chandler

Samuel C. Chandler, City Librarian

OF DALY CITY
CITY
AUG 12 10 45 AM '82
3015

Daly City Public Library
BOARD OF TRUSTEES

August 17, 1982

Civic Center
Conference Room AGENDA 7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. 1982-83 Budget

B. Automated Circulation System

C. Adopt a Magazine

D. CALTAC Nomination

E. COM Catalog

IV. CORRESPONDENCE

A. Letter from City Clerk

B. Friends of California Libraries

V. NEW BUSINESS

A. 1982 Grant Applications

B. Library Hours

C. Staff Schedules

VI. REPORTS

A. PLS

B. Friends of the Library

C. Daly City Public Library

D. CALTAC and CLA

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
August 17, 1982

The meeting was called to order at 7:34 p.m. by President Virginia Tierney.

ROLL CALL

Present: Virginia Tierney, President; Bianca Caserza, Vice President; Sarah Kelechava, Rey Pimentel, Samuel Chandler, City Librarian; Betty Mazza, City Clerk

Excused: Elsie G. Martin

Library Staff Present: John Sullivan, Adrienne Savetnick, Sheila Cavanor; Donald Whitton, Lorraine McClay, Linda Barnes, Susan Scaduto

MINUTES

The minutes of the meeting of June 15, 1982 were approved as written.

Swearing In of Trustees

City Clerk Betty Mazza conducted swearing in of reappointed Trustees Sarah Kelechava and Bianca Caserza.

Nomination of Officers

Bianca Caserza nominated Virginia Tierney for President; seconded by Sarah Kelechava.

Sarah Kelechava nominated Bianca Caserza for Vice President; seconded by Rey Pimentel.

The Ballot was unanimous for President and Vice President.

OLD BUSINESS

1982-83 Budget

The City Librarian reviewed 1982-83 budget. He said that the budget calls for a staff of 17 full time. Presently there are 18. However, the Assistant City Manager has said that at this time it will not be necessary to terminate anyone. In putting the budget together the Public Library has had to work within a tight squeeze. On one side it takes more funds than those suggested by the City Manager to pay the full time employees, on the other the entire budget cannot exceed an amount based on last year's expenditures. It takes an excess of over 81% of the entire budget amount to pay a full time staff, which is so small it is inadequate. This leaves an inadequate amount for the accounts in the operating budget. Since some of these accounts are at fixed amounts, even less can be placed in the accounts that do not contain fixed expenditures. Consequently, such accounts as the book budget, the supplies account and the amount for temporary and recurrent employees has been reduced to wholly inadequate levels.

Mr. Pimentel asked about the possibility of outside fund raising for the library.

Automated Circulation System

Mr. Chandler said Lois Kershner and GEAC representative have visited every public library in the area. Daly City Public Library will have a total of 9 terminals.

The library has requested from Carl Gellert Foundation a $3,000 grant to purchase a printer that will connect with the Automated Circulation terminals. The printer must be acquired before the conversion of records can start.

Adopt a Magazine

Tabled.

CALTAC Awards Nominations

The City Librarian announced that the 1982 CALTAC awards nominations have been submitted. Under the category "Organization or Individual making a significant financial contribution to a library or library program", the Daly City Public Library Board of Trustees nominees are Fred Gellert Foundation and Carl Gellert Foundation.

COM Catalog

The COM Catalog--PLS holdings from 1972 on--is being transfered to microfiche. Daly City has received three fiche readers. These will go into service as soon as the COM catalog is received.

CORRESPONDENCE

Message from Esther Helfand

Teletype message from Esther Helfand, GRC Legislative Coordinator, states that SB 358 was heard by Assembly Ways and Means Committee August 11. Since no vote was taken, she asked that telephone calls be made and telegrams sent to legislators, urging the development of a bi-partisan funding package to fund SB 358.

Letter from City Clerk

A letter from the City Clerk, announcing appointments to the Library Board was read.

California State Library Newsletter - July 1982

Mr. Chandler referred to 1982-83 State Library budget figures in the July 1982 California State Library Newsletter. $5,520,000 has been appropriated for Local Assistance. The bulk of this amount, he said, will go to reimburse libraries for serving other jurisdictions.

NEW BUSINESS

1982 Grant Applications

Mr. Chandler reviewed Gellert Foundation grant proposals:

1. Application to Fred Gellert Foundation for $20,000 for reference materials.

2. Application to Carl Gellert Foundation for $3,000 for GEAC printer and supplies.

Library Hours - Staff Schedules

Mr. Chandler read memo regarding suggested public service hours for Daly City Public Library as follows:

Bayshore Library	M,W,Th,F	2-6 pm
	Tues.	4-8 pm
	Saturday	Closed
John D. Daly Library	M-F	2-5 pm
	Saturday	Closed
Serramonte Library	M,W	12 noon-8 pm
	T,Th,F	12 noon-6 pm
	Saturday	12 noon-5 pm
Westlake Library	M,W,F	12 noon-6 pm
	T,Th	12 noon-8 pm
	Saturday	12 noon-5 pm

Mrs. Kelechava noted that no libraries will be open during morning hours. She also suggested John D. Daly Library be open 1-5 p.m. during weekdays.

Rey Pimentel suggested conducting a survey of when the public wants libraries open, a.m. or p.m.

Mr. Chandler is recommending that John Daly and Bayshore Libraries be run by either a part-time employee with supervision of a professional librarian or a part-time employee and one full-time clerk under the supervision of a professional librarian.

Lorraine McClay questioned using part-timers to do reference work and other duties not related to their job description. Mr. Chandler said that reference questions will be referred to a professional librarian. Mr. Sullivan stated that part-timers will have to make judgements and may not be qualified to do so. Mr. Chandler said he would be meeting with library supervisors again regarding scheduling. Since Rose Marie Kraus is resigning, Mr. Chandler would like Mr. Whitton's primary function to be Children's Librarian. Another suggestion by the City Librarian was to use volunteers for the Outreach Program. Mr. Sullivan pointed out that it would require a considerable amount of staff time to train volunteers. The City Librarian has requested the extension of YEP workers through the school year.

REPORTS

PLS

Mr. Chandler reported that, since LSCA funds are no longer available, the PLS Outreach Program is being partially funded with a grant from the San Mateo County Sheriffs' Department. The program calls for a Daly City employee to go with the outreach bus when it comes to Daly City. However, the Daly City Public Library does not have an employee to ride the outreach bus. This means that Barbara McCanne, the PLS Outreach Librarian, is making the semi-monthly Daly City stops alone. It is doubtful that PLS will allow this practice to continue.

Friends of the Library

Virginia Tierney reported that Cecilia Enright has agreed to act as President of Friends of the Library with three administrative assistants: Virginia Tierney, Verna Teglia and Belva Carroll.

DCPL Monthly Reports

Monthly circulation reports for June and July were reviewed.

CALTAC - CLA

CALTAC President Virginia Tierney announced that their Executive Committee meeting will be hald at Serramonte Library, 9/18/82, at 9:45 a.m. Librarians interested in attending the meeting must send reservations by 9/8/82. State Librarian Gary Strong is included in the program, and Effie Lee Morris will speak on Children's Services.

Mrs. Tierney reviewed CALTAC CLA Conference agenda slated for December 11.

ADJOURNMENT

The Board thanked library employees for attending the meeting.

The meeting adjourned at 10:00 p.m.

Next regular meeting will be September 21, 1982.

Samuel C. Chandler

Samuel C. Chandler, City Librarian

PUBLIC LIBRARY

CITY OF DALY CITY

40 WEMBLEY DRIVE
DALY CITY, CALIFORNIA
94015

OFFICE OF THE
LIBRARIAN

August 17, 1982

Ruth M. Kampa, Chairman
CALTAC Awards
1184 Berkshire Drive
San Jose, California 95125

Dear Chairman Kampa;

This letter is written to accompany a nomination of the Fred Gellert Foundation for a CALTAC award for 1982.

I can't think of a Foundation that has done more to help a distressed library serve its patrons. In a period that has seen the revenues of Daly City fall far below the amount needed to provide good government, the Fred Gellert Foundation has provided help to most of the departments of Daly City.

Since 1979 The Fred Gellert Foundation has made three generous grants to the Daly City Public Library:

In 1979-80 a grant for $20,000 was given to increase service to the blind and poorly sighted, the deaf and hard of hearing and to people who do not read English.

In 1980 the Fred Gellert Foundation granted the Daly City Public Library $12,500 for a book detection system that assisted in the installation of detection systems in the two largest libraries in Daly City.

In 1981 the Fred Gellert Foundation granted $25,000 to the Daly City Public Library to enable it to enter an automated, on line service that will provide circulation and iformation services in all of the public libraries in San Mateo County.

Surely, a foundation could not do more to provide citizens of California with library service of high caliber.

On behalf of the Board of Trustees and the staff of the Public Library, I am pleased to nominate the Fred Gellert Foundation.

Sincerely,

Samuel C. Chandler
City Librarian

SCC:lm
cc: Daly City Library Board of Trustees
Clare Henjum, Daly City Grants Officer

California Association of Library Trustees and Commissioners

Independent Chapter of California Library Association

AWARDS NOMINATION FORM - 1982

Awards will be presented in one or more of the following categories. Check the category for which the nomination is being made:

1. **Trustee or Commissioner or System Advisory member for outstanding service to a local library or system.**
2. **Librarian for outstanding work with a Board of Trustees or Commissioners.**
3. **Media Award to newspaper, radio or television channel for special services to libraries.**
4. **Friends Award for outstanding contribution by a Friends of the Library group.**
5. **Organization or Individual making a significant financial contribution to a library or library program.**
6. **Legislator for special support or promotion of legislation to benefit library service.**
7. **Award to an individual who has rendered outstanding or continuing service to a library.**

All nominations must have occurred or served within the last 2 years. Nominations must come from CALTAC members.

NAME AND ADDRESS of individual or organization being nominated:

Fred Gellert Foundation
3 Serramonte Center
Daly City, CA 94015

Please attach a letter or memo stating reasons for nomination.

****

RETURN TO CHAIRMAN (NAME AND ADDRESS BELOW) BEFORE SEPTEMBER 1, 1982.

Ruth M. Kempa CALTAC Awards
1184 Berkshire Drive, San Jose, Ca. 95125

Person or organization making nomination: Samuel C. Chandler, City Librarian

Address: Daly City Public Library **Telephone:** 991-8025
40 Wembley Drive
Daly City, CA 94015

PUBLIC LIBRARY

CITY OF DALY CITY

40 WEMBLEY DRIVE
DALY CITY, CALIFORNIA
94015

OFFICE OF THE
LIBRARIAN

August 17, 1982

Ruth M. Kampa, Chairman
CALTAC Awards
1184 Berkshire Drive
San Jose, California 95125

Dear Chairman Kampa:

On behalf of the Board of Trustees and the staff of the Daly City Public Library, it is my pleasure to nominate the Carl Gellert Foundation for a CALTAC award under category number five.

In a period of decreasing revenues, the Carl Gellert Foundation has given grants to many of the departments of the City of Daly City to help it maintain a high caliber government.

In 1981-82 when the Public Library's budget for books and materials was cut in half, the Carl Gellert Foundation provided $10,500 to continue the Library's subscription to the Mc Naughton Company's pre-publication book service. As a result, the library is able to continue to offer its patrons best sellers and similar books on or before they are placed on sale in commercial book stores.

Even now the Carl Gellert Foundation stands ready to help provide good library service to the citizens of Daly City.

Sincerely,

Samuel C. Chandler
City Librarian

SCC:lm
cc: Daly City Library Board of Trustees
Clare Henjum, Daly City Grants Officer

California Association of Library Trustees and Commissioners

Independent Chapter of California Library Association

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NAME AND ADDRESS of individual or organization being nominated:

Carl Gellert Foundation
3 Serramonte Center
Daly City, CA 94015

Please attach a letter or memo stating reasons for nomination.

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Ruth M. Kampa CALTAC Awards
1184 Berkshire Drive, San Jose, Ca. 95125

Person or organization making nomination: Samuel C. Chandler, City Librarian

Address: Daly City Public Library **Telephone:** 991-8025
40 Wembley Dr.
Daly City, CA 94015

CITY OF DALY CITY INTER-OFFICE MEMORANDUM

TO Albert Polonsky, City Attorney

DATE January 6, 1984

FROM John Sullivan, City Librarian

SUBJECT New Library Policy

There has been some concern expressed about library records and patron registration information being put on-line in the Peninsula Library Automated Network (PLAN) computer.

The attached draft of a Privacy Policy is designed to allay any fears that, because the information is now centralized, it might be subject to mis-use.

I would appreciate any comments or suggestions you might have on this draft document.

The Library Board meets on January 17th. I would like to present the policy for their approval at that meeting.

JJS:bc
enclosure

Draft 1/84

DALY CITY PUBLIC LIBRARY

Right of Privacy Policy

In accordance with the California Government Code (§6254), library circulation records are not public records. Therefore, it is the policy of the Daly City Public Library Board of Trustees to protect the right of privacy of all individuals by not disclosing such records except to a library employee acting within the scope of his or her employment. Similarly, borrowers' registration records shall not be disclosed.

Adopted _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ by the Daly City Library Board of Trustees.

_____ Bianca Caserza, President

_____ Elsie G. Martin, Vice President

_____ Sarah Kelechava, Trustee

_____ Virginia Tierney, Trustee

_____ John G. Morrice, Trustee

PUBLIC LIBRARY

CITY OF DALY CITY

40 WEMBLEY DRIVE
DALY CITY, CALIFORNIA
94015

OFFICE OF THE
LIBRARIAN

August 19, 1982

Ruth M. Kampa, Chairman
CALTAC Awards
1184 Berkshire Drive
San Jose, California 95125

Dear Chairman Kampa:

This letter is written to accompany a nomination of the Fred Gellert Foundation for a CALTAC award for 1982.

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Surely, a foundation could not do more to provide citizens of California with library service of high caliber.

Sincerely,

Daly City Public Library Board of Trustees

Virginia Tierney
Bianca Caserza
Sarah Kelechava
Reynaldo Pimentel
Elsie Garrison Martin

SCC:bc

California Association of Library Trustees and Commissioners

Independent Chapter of California Library Association

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NAME AND ADDRESS of individual or organization being nominated:

Fred Gellert Foundation
3 Serramonte Center
Daly City, CA 94015

Please attach a letter or memo stating reasons for nomination.

****

RETURN TO CHAIRMAN (NAME AND ADDRESS BELOW) BEFORE SEPTEMBER 1, 1982.

Ruth M. Kempa CALTAC Awards
1184 Berkshire Drive, San Jose, Ca. 95125

Person or organization making nomination:

Daly City Public Library Board of Trustees

Address: Daly City Public Library **Telephone:** (415)991-8025
40 Wembley Drive
Daly City, CA 94015

PUBLIC LIBRARY

CITY OF DALY CITY

40 WEMBLEY DRIVE
DALY CITY, CALIFORNIA
94015

OFFICE OF THE
LIBRARIAN

August 19, 1982

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CALTAC Awards
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Sincerely,

Daly City Public Library Board of Trustees

Virginia Tierney
Bianca Caserza
Sarah Kelechava
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SCC:bc

California Association of Library Trustees and Commissioners

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1184 Berkshire Drive, San Jose, Ca. 95125

Person or organization making nomination: Daly City Public Library Board of Trustees

Address: Daly City Public Library
40 Wembley Drive
Daly City, CA 94015

Telephone: (415)991-8025

CITY OF DALY CITY
CITY CLERK
SEP 17 10 27 AM '82

Daly City Public Library
BOARD OF TRUSTEES

September 21, 1982

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Festivale D'Arte

B. Adopt a Magazine

C. Outreach program
Volunteers

IV. CORRESPONDENCE

A. Column from Mill Valley Record

B. Letter from Barbara McCanne

C. Letter to Jefferson Elementary School Board

V. NEW BUSINESS

A. 1981-82 Annual Report

VI. REPORTS

A. CALTAC and CLA

B. Friends of the Library

C. Monthly Reports

D. Film Center Reports

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
September 21, 1982

The meeting was called to order at 7:30 p.m. by President Virginia Tierney.

ROLL CALL

Present: Virginia Tierney, President; Bianca Caserza, Vice President; Sarah Kelechava, Elsie Martin, Rey Pimentel, Samuel Chandler, City Librarian

Also Present: John Sullivan, Sheila Cavanor, Adrienne Savetnick, Lorraine McClay, Linda Barnes, Donna Barnes, Susan Scaduto

MINUTES

The minutes of the meeting of August 17, 1982 were approved as written.

OLD BUSINESS

Festival D'Arte

On behalf of the H.A.S. Commission, Mr. Chandler invited the Library Trustees to attend "An Italian-American Festival D'Arte" at Daly City Civic Center on October 28, 1982. He outlined plans for the reception saluting Italian patriot, Giuseppe Garibaldi. Following the reception an exhibit of Garibaldi material, which has been on view at the Italian-American Cemetery in Colma, will be brought to the Serramonte Library for one month.

Adopt a Magazine

Mr. Chandler said the Friends of the Library are interested in sponsoring a project - "Adopt a Magazine"- to raise funds for periodicals dropped because of budgetary problems. A list of needed publications and subscription costs will be posted in each branch, along with the names of donors to the fund.

In response to Lorraine McClay's question regarding how handling of funds and placing of orders would be done, Mr. Chandler explained that donations would be placed in a special (City) Friends account and subscriptions purchased through the library.

Sheila Cavanor emphasized publicizing the fact that these donations are tax-deductible items.

Adrienne Savetnick said that S.F. Public Library has a similar program called "Mag-a-Bucks". Mr. Chandler will check with SFPL on the management and success of their program.

Outreach Program

Mr. Chandler said that the Peninsula Library System has appointed a Priorities Committee to discuss the projects and other activities of PLS.

Inasmuch as LSCA funds are no longer available it will be necessary to curtail some activities. One topic under discussion will be the Outreach Program.

A discussion followed regarding the use of volunteers to run DCPL's Outreach Program. Mr. Chandler pointed out that Daly City cannot spare staff to train volunteers. He suggested advertising through the Volunteer Bureau for a person to ride the Outreach bus twice a month with the PLS Outreach Librarian. A vote was taken in favor of this suggestion.

Mr. Chandler said it would be difficult to get volunteers on a regular basis to serve shut-ins. Elsie Martin mentioned the Doelger Center Library and that they may be able to help in this area.

CORRESPONDENCE

Column from Mill Valley Record

The City Librarian read an article from the Mill Valley Record that was written as a reaction to comments that were made when the Hollywood Public Library burned. The writer asks: Is it better to burn libraries or close them because of budget cuts? The article says, if we don't let officials and legislators know what's happening, more libraries will close.

Letter to Governor

A letter, written on behalf of the Board of Trustees to Governor Brown, urging him to sign into law Library Bill SB-358, was read. Virginia Tierney said that individual letters should be written as well. Donna Barnes suggested placing a form letter that patrons could copy and sign in the libraries. Lorraine McClay said, if the library sent form letters for this bill, we would be obligated to do the same for other issues. Mr. Chandler said he would look into the legality of posting such a letter in the public library.

Letter from Barbara McCanne

The City Librarian read a letter from PLS Outreach Librarian Barbara McCanne, asking for donations of discarded materials, especially paperbacks, for County Jail inmates. They have some grant monies from the Sheriff's Department, but LSCA funds for this purpose are being withdrawn.

Letter to Jefferson Elementary School Board

In response to a request by the Library Board the City Librarian wrote a letter to the Jefferson School Board asking them not to dismiss their school librarians.

Mr. Chandler said the school board's decision was to maintain the Junior High School libraries.

NEW BUSINESS

PLS Advisory Board

Mr. Chandler announced that Bianca Caserza will serve as Daly City's representative on the PLS Advisory Board. Their next meeting will be Thursday, September 23 at 7:00 p.m. at the Ben Franklin Hotel in San Mateo.

1981-82 Annual Report

The City Librarian reviewed parts of Daly City's 1981-82 California Public Library Report. He noted that reduced library service hours are reflected in the lower circulation figures for the year.

Mrs. Tierney asked about LSCA funding for Peninsula Library System. Mr. Chandler replied that administrative funding from CLSB budget is going to be reduced for PLS next year, which may necessitate staff reductions. There will be a meeting in Sacramento on September 24 to discuss the entire subject of system funding.

REPORTS

CALTAC and CLA

Virginia Tierney reported that the CALTAC Executive Committee meeting at Serramonte Library September 18 was a success. Mr. Chandler said that Mrs. Tierney gave a find report at the CLA meeting.

Mrs. Tierney announced there will be a CALTAC Workshop October 16 in San Jose.

The annual CLA Conference convenes December 11-15 at the Bonaventure Hotel in Los Angeles. Mr. Chandler pointed out that the budget does not cover attendance at conferences, and suggested the Trustees study the program to determine whether or not they wish to attend at their own expense.

Friends of the Library

Mrs. Tierney said the Friends Board held their first meeting. The program for the year has been planned, beginning with a book review by the City Librarian at Westlake Library, September 23.

The Friends of the Library Book Fair will be October 2 at Westlake Shopping Center mall.

Monthly Reports

CIP

Referring to the annual Community Information Project report, Mr. Chandler said that Daly City Public Library made very little use of the service during 1981-82.

Mr. Sullivan pointed out that CIP publishes a very good directory; hence, it is not often that direct contact with CIP is necessary. He said that CIP is a highly successful PLS project.

DCPL Circulation Report

Mr. Chandler noted that circulation figures for August were down. Mrs. Savetnick said that one of the problems is, we are not able to buy enough new books. Thus, the collection is outdated.

Virginia Tierney asked if the library might apply for more grant money. Mr. Chandler replied he had asked Grants Officer Clare Henjum for a list of funding sources to augment our book budget. Monies granted by the Gellert Foundations will be announced in December.

Film Center Report

The City Librarian explained that all 16mm films from PLS libraries are housed at County Library Headquarters, where they are processed and maintained. He said that Daly City patrons don't use the Film Center as much as people from other PLS libraries. John Sullivan said the service has been very popular and successful.

Library Schedules

Mrs. Barnes asked if library hours will remain as they are. Mr. Chandler said there will be very little change in hours and very few staff reassignments. He will report to the Board regarding schedules at the November meeting.

Westlake Elevator

Elsie Martin requested that the dumbwaiter at Westlake Library be in working order before the Friends' October 2 Book Fair. Mr. Chandler said he would ask Electrical Division to check into repairing the elevator.

ADJOURNMENT

The meeting adjourned at 9:40 p.m.

The next regular meeting will be October 19, 1982.

Samuel C. Chandler

Samuel C. Chandler, City Librarian

Daly City Public Library
BOARD OF TRUSTEES

October 19, 1982

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Adopt a Magazine

B. Automated Circulation System

C. Bylaws and Policies of the Board of Trustees

D. 1982-83 Book Budget

IV. CORRESPONDENCE

A. Letter from City Librarian

B. Letter from Jean Altizio

C. Letter from Summer Youth Employment Program

V. REPORTS

A. CALTAC and CLA

B. Friends of the Library

C. Monthly Reports

VI. NEW BUSINESS

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Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
October 19, 1982

The meeting was called to order by President Virginia Tierney at 7:37 p.m.

ROLL CALL

Present: Virginia Tierney, Pres.; Bianca Caserza, Vice Pres.; Elsie G. Martin, Rey Pimentel, Sarah Kelechava, Samuel Chandler, City Librarian

Also Present: Don Whitton, Lorraine McClay, Linda Barnes, Susan Scaduto

MINUTES

Minutes of the meeting of September 21, 1982 were approved as written.

OLD BUSINESS

Adopt a Magazine

The City Librarian distributed a form used by SFPL for "Mag-a-Bucks" periodicals gift donations. He proposes using a similar form - a fold-up page that lists recommended magazines - for Daly City's "Adopt a Magazine" program. Mr. Chandler said the Friends of the Library think December and June would be good months to conduct the magazine drive. They plan to send copies of the form to all their members and to publicize in the newspapers. Mrs. Martin recommended sending letters to public service agencies, service clubs, etc.

Automated Circulation System

Mr. Chandler reported that the GEAC computer is in place in Belmont and the first terminals have arrived. The library may hire someone to help with conversion to automated circulation.

Elsie Martin suggested the time to separate Colma borrowers would be during the conversion process. Mr. Chandler explained that Daly City and the County are still negotiating. In the meantime the library is being paid for these transactions through the State's direct loan survey. Mrs. McClay asked if these State funds come to the library or are held by the City for next year's budget. The City Librarian replied that all fees coming to the City as revenue go into the General Fund.

Bylaws

Table.

1982-83 Book Budget

Mr. Chandler distributed a memo providing a break down for the $35,740 materials budget appropriated for F/Y 1982-83.

Grant applications for reference materials, totaling $25,000, have been submitted by the City to the Fred and Carl Gellert Foundations.

It is hoped negotiations with the County for exchange of services will provide McNaughtons after January 1983.

Mr. Chandler referred to a report in Publishers Weekly showing that buying quality paperbacks can stretch a library's book budget.

Library funding bill SB 358 passed and could provide around $50,000 for Daly City Public Library.

CORRESPONDENCE

Letter from City Librarian

A memo to the Deputy City Manager and library staff outlines Don Whitton's duties as Children and Young Adult Librarian for Daly City Public Library.

Letter from Jean Altizio

A letter thanking the City Librarian and DCPL for hosting the September 18th CALTAC meeting was read.

Letter from Summer Youth Employment Program

A letter and Certificate of Appreciation were received from Summer YEP.

REPORTS

PLS Report - Direct Loan Survey

PLS Direct Loan Survey Report was reviewed. DCPL received $3,848 for the latest quarter reported - survey period 7/1 to 7/14/82.

Monthly Report

DCPL Monthly Report reviewed. Circulation is down - partly due to lack of new books.

CALTAC and CLA

Virginia Tierney reported that CALTAC membership exceeds last year's.

Reservations for CLA Conference must be in by November 12. Mrs. Tierney, who is President of both CALTAC and DCPL Board of Trustees, asked if the City would pay her expenses at the conference. The City Librarian said he would check the travel and meetings account, as the Board would like her to attend.

Friends of the Library

Mrs. Tierney reported $1,100 was taken in at the Friends' October 2nd Book Fair.

ADJOURNMENT

The meeting adjourned at 9:40 p.m.

The next regular meeting will be November 16, 1982.

Daly City Public Library
BOARD OF TRUSTEES
November 16, 1982

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Friends of the Library Adopt a Magazine

B. Library Hours

C. CLA Convention

D. Policies of the Board of Trustees

IV. CORRESPONDENCE

A. Letter from CALTAC

B. Letter from State Superintendent of Public Instruction

C. Letter from Linda M. Wood

D. Letter to Linda Ng

E. Letter from the Governor of California

V. NEW BUSINESS

A. RLIN Terminal

B. Friends of the Library Contribution

C. Grant from McDonald Company

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
November 16, 1982

CITY OF DALY CITY
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The meeting was called to order by President Virginia Tierney at 7:30 p.m.

ROLL CALL

Present: Virginia Tierney, President; Bianca Caserza, Vice President; Reynaldo Pimentel, Samuel Chandler, City Librarian

Excused: Sarah Kelechava
Absent: Elsie G. Martin

Also Present: John Sullivan, Adrienne Savetnick, Sheila Cavanor, Donald Whitton, Lorraine McClay, Dorothy Nagy, Linda Barnes, Susan Scaduto, Donna Barnes, John Weidinger

MINUTES

Minutes of the meeting of October 19, 1982 were approved as written.

OLD BUSINESS

Friends of the Library "Adopt a Magazine"

Mr. Chandler displayed "Adopt a Magazine" form - which can be folded and addressed for mailing. The form includes a list of magazines with subscription prices.

Mrs. Tierney said, if people wish to donate a magazine to a specific library, their requests should be honored, since they patronize that branch.

Library Hours

The City Librarian referred to a memo sent to Library Trustees November 2, 1982, wherein he said he was directing the libraries to change library hours as follows:

Serramonte Library

Mon-Wed	12:00-8:00 p.m.
T-Th-F	12:00-6:00 p.m.
Sat	10 a.m.-5 p.m.

Bayshore Library

M-F	12:00-6:00 p.m.
Saturday	Closed

John D. Daly Library

M-F	12:00-6:00 p.m.
Saturday	Closed

Westlake Library

M-W-F	12:00-6:00 p.m.
T-Th	12:00-8:00 p.m.
Sat	10 a.m.-5 p.m.

Bianca Caserza asked how many people are on duty at Bayshore and John D. Daly Libraries. Mr. Chandler replied that one full-time person is on duty until 2 o'clock when a part-timer arrives. He said if the new hours are not accepted he would have to pull full-timers from Bayshore and John D. Daly and run those branches with part-timers. Dorothy Nagy said she feels there should be at least one full-timer on duty at each branch. The City Librarian stated if budget or hours are cut further it will be necessary to close facilities and/or change staff schedules.

Virginia Tierney asked what the library would gain from implementing the new schedule. Mr. Chandler said it may enable the library to place 18 full-timers where they will be serving the public most of the time that they are on duty but, if they remain in the branches they will be at work half a day before the library opens. Mr. Pimentel said he opposed opening the libraries when only one person is on duty. Mr. Chandler pointed out that budget restraints make it necessary to implement a schedule similar to that which was in effect during the 1960's. At that time part-time personnel staffed the Bayshore and John D. Daly Libraries and were supervised by one full-time professional librarian. Mrs. Savetnick asked if job descriptions would allow part-timers to run a branch with no supervisor on the premises. She said the part-time staff cannot give proper service - they are not trained to do reference work. Mr. Chandler said a professional librarian would be supervising the part-time employees on a daily basis. He said he thinks that the schedule he is proposing provides the most efficient use of personnel and will provide for the public the best possible service.

Bianca Caserza moved that library hours stated for Westlake and Serramonte be accepted. The motion, seconded by Rey Pimentel, passed.

The Chair asked guest John Weidinger if he wished to comment. Mr. Weidinger stated that he is a strong supporter of libraries and that the hours should be for seniors as well as for children. He said he would like to see the library receive a bigger share of the city budget; to impress upon the City Council and Mayor its importance as an educational tool. He also suggested going to the people for support and looking to big organizations for grant monies.

After further discussion on library hours Mrs. Caserza moved that the City Librarian and staff discuss John Daly and Bayshore hours before deciding on new schedule. Mr. Pimentel moved to amend the motion to read: John Daly and Bayshore libraries go back to their previous schedules while new hours are being decided. Mrs. Caserza seconded, and the amended motion passed. Schedules to be reimplemented for John D. Daly and Bayshore libraries are as follows:

John D. Daly Branch	Bayshore Branch
4:00-8:00 Mon	2:00-6:00 Mon-Wed-Thurs-Fri
2:00-6:00 Tues-Wed-Thurs-Fri	4:00-8:00 Tues

CLA Convention

The City Librarian said he discussed the matter of Virginia Tierney attending the CLA Conference with the Mayor and he directed the library to pay for her expenses. Mr. Chandler will also attend the conference.

Policies of the Board of Trustees

The City Librarian recommended amending bylaws rather than policies of the Library Board of Trustees. Mr. Pimentel asked that a draft of suggested amendments be typed. The Chair directed that suggested changes be sent to Board members for perusal before the next meeting.

CORRESPONDENCE

Letter from CALTAC

Mr. Chandler referred to a letter from CALTAC thanking the Board for placing Carl Gellert Foundation in nomination for their annual Outstanding Service award. He asked the Board's permission to communicate with CALTAC to make sure they are aware we also nominated the Fred Gellert Foundation for the award. The Chair suggested the City Librarian telephone Ruth Kampa to clarify the matter.

Letter from State Superintendent of Public Instruction

A letter from State Superintendent Wilson Riles and State Librarian Gary Strong, regarding a film strip available to help foster cooperation among school libraries and public libraries, was read. Mr. Chandler proposes to borrow the film for viewing by Friends of the Library and interested schools.

Letter from Linda M. Wood

A letter from Linda Wood, correcting a "Hot Line" article regarding per capita library expenditures in relation to SB 358, was read. The $12.50 per capita figure shoud have been $10.80. Mr. Chandler said this changes the percentages for reimbursement and will mean more funding under the bill for Daly City.

Letter to Linda Ng

A letter from Mr. Chandler to Linda Ng, Art Coordinator for the Jefferson School District, offering the City Hall for a student art exhibit during March 1983, was read. Mr. Chandler said the date is changed to the month of May, when student art will be displayed at City Hall and at Westlake and Serramonte Libraries.

Letter from Governor

A letter from Governor Brown, thanking the library for supporting SB 358, and stating the bill was signed into law, was read.

NEW BUSINESS

RLIN Terminal

Mr. Chandler said Daly City considered withdrawing from the RLIN computer cataloging services shared with Burlingame and Menlo Park libraries. The library paid a $5,000 deposit to CLASS last year to cover costs. However, Mr. Chandler has conferred with the other libraries involved and made an arrangement whereby Daly City Public Library's advanced share for 1982-83 is $2,500.

Friends of the Library Contribution

Friends of the Library has donated $400 to purchase 6 formica-topped folding (card table size) tables for the Serramonte Community Room.

The Friends also voted to purchase four encyclopedia sets for Daly City Public Library.

Grant from McDonald Company

The book reading contest sponsored by McDonald's netted the library $600. Mr. Chandler said he would like to use the money to purchase tables for the automated circulation terminals or the COM Catalog microfiche readers in each library branch. After a discussion the Board asked that the matter be deferred until other sources of monies could be explored.

ADJOURNMENT

The meeting adjourned at 9:55 p.m.

Samuel C. Chandler

Samuel C. Chandler, City Librarian

Daly City Public Library
BOARD OF TRUSTEES
December 15, 1982

The Library Board of Trustees meeting for December 21, 1982 has been cancelled. The next regular meeting will be January 18, 1983.

Samuel C. Chandler
City Librarian

SCC:bc

1983

Notes

Daly City Public Library

BOARD OF TRUSTEES

January 18, 1983

Civic Center
Council Chambers

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

- A. Bylaws
- B. Policies
- C. Automated Circulation Conversion
- D. Library Hours

IV. CORRESPONDENCE

- A. Letter from State Librarian
- B. Peninsula Library System News

V. NEW BUSINESS

- A. Daly City Organizational Chart
- B. Gift Catalog

VI. REPORTS

- A. Friends of the Library
- B. CLA Convention
- C. PLS Reports
- D. Monthly Reports

CITY CLERK
FEB 10 10 20 AM '83

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
January 18, 1983

The meeting was called to order by President Virginia Tierney at 7:37 p.m.

ROLL CALL

Present: Virginia Tierney, Bianca Caserza, Sarah Kelechava, Elsie Martin, Samuel Chandler, City Librarian

Absent: Reynaldo Pimentel

Guests: Don Whitton, Adrienne Savetnick, Linda Barnes, Sue Scaduto, Donna Barnes

MINUTES

The minutes of the meeting of November 16, 1982 were approved as written.

OLD BUSINESS

Bylaws

The Board of Trustees reviewed the suggested changes to the bylaws drafted by the City Librarian. Mr. Chandler pointed out that certain changes were necessary to bring bylaws in line with the City Code.

Bianca Caserza moved and Sarah Kelechava seconded that the newly drafted bylaws of the Board of Trustees of the Daly City Public Library be accepted as of January 18, 1983. The motion carried.

Policies

Mr. Chandler and the Board went over the old index to prepare for revision of the Policies of the Board of Trustees at the next meeting.

Automated Circulation Conversion

Mr. Chandler explained the conversion process for "Peninsula Libraries Automated Network" (PLAN). The Conversion Committee for Automated Circulation will meet to review suggestions on procedure January 28.

Library Hours

Bayshore Library returned to their previous schedule after the November 16th Board meeting. It was determined, however, that John D. Daly's hours would be 12:00 noon to 6:00 p.m. Monday through Friday. Mr. Chandler presented to the Board a petition from JDD patrons requesting continuation of these hours.

Mr. Chandler said that he, John Sullivan and Adrienne Savetnick will serve as a committee, working concurrently with 1983-84 budget preparation, to determine the most efficient staff assignments for Daly City Public Library.

Don Whitton questioned the necessity of a late night at Bayshore Branch (4-8 p.m. Tuesday).

Elsie Martin moved that, for the present, Bayshore Library's hours be changed to 2-6 p.m., Monday through Friday. The motion, seconded by Sarah Kelechava, passed.

CORRESPONDENCE

Letter from State Librarian

The City Librarian distributed copies of a letter from the State Librarian

saying that there may not be enough money for 4th quarter direct loan reimbursements and outlining the procedure that will be followed for reimbursing libraries for direct loans and interlibrary loans to the extent that funds are available.

PLS News

An article by Director Jane Light in the PLS Newsletter, regarding 83/84 funding, was discussed. A PLS Priorities Committee has been formed to review programs and make recommendations in a January 14 report which will be considered by the whole Board on February 10, 1983.

NEW BUSINESS

Daly City Organizational Chart

Mr. Chandler distributed structural chart of the government of the City of Daly City.

Gift Catalog

The City Librarian described the items pertaining to the Daly City Public Library that have been proposed for inclusion in the gift catalog projected by the city government. These items are:

1. CRT tables to hold terminals
2. Donate a book
3. Adopt a Magazine

Grant Sources

The City Librarian distributed grant source bulletin. Application forms have been requested from the San Francisco Foundation and the L.J. and Mary C. Skaggs Foundation.

REPORTS

Friends of the Library

Friends of the Library General Meeting will be Wednesday, January 26, 7:30 p.m. at the Serramonte Library. The H.A.S. Commission is coordinating entertainment from the schools for the evening.

CLA Convention

Virginia Tierney presented a written CLA Convention report to each Trustee. She said there were 2,314 people registered--the largest attendance since before Proposition 13 passed.

PLS Reports

Mr. Chandler noted that during December the Film Center loaned 2,232 items. Mrs. Martin asked about getting new or used videocassettes donated to the Center.

Monthly Reports

The Daly City Public Library reports for November and December 1982 show circulation is down from previous year's figures.

ADJOURNMENT

The meeting adjourned at 10:07 p.m.

CITY OF DALY CITY
CITY CLERK
FEB 10 10 20 AM '83

Daly City Public Library
BOARD OF TRUSTEES

February 15, 1983

Civic Center
Council Chambers AGENDA 7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Policies of the Board of Trustees

B. Report on the costs of RLIN Terminal

IV. CORRESPONDENCE

A. Letter from San Mateo Historical Association

B. Letter from City Manager's Office

V. REPORTS

A. Friends of the Library

B. Peninsula Library System

C. Peninsula Libraries Automated Network

D. Monthly Reports

CITY OF DALY CITY
CITY CLERK
MAR 9 10 22 AM '83

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
February 15, 1983

The meeting was called to order at 7:30 p.m. by President Virginia Tierney.

ROLL CALL

Present: Virginia Tierney, President; Bianca Caserza, Vice President; Reynaldo Pimentel, Elsie Garrison Martin, Sarah Kelechava, Samuel Chandler, City Librarian

Guests: Linda Barnes, Susan Scaduto, Donna Barnes

MINUTES

The minutes of the meeting of January 18, 1983 were approved as written.

OLD BUSINESS

Policies of the Board of Trustees

The City Librarian reviewed with the Board of Trustees his suggestions for revision of the Policies of the Daly City Public Library. With the Trustees' approval of the changes Mr. Chandler advised them that a new booklet containing bylaws and policies will be compiled.

Report on RLIN

Mr. Chandler reviewed RLIN report to CLASS on books processed during November and December 1982. He announced that Redwood City has asked to join the Joint Exercise Agreement that allows Daly City, Burlingame and Menlo Park to participate in RLIN shared cataloging.

Automated Circulation

Quotes on the cost of electrical installations (terminal cables, plugs, etc., for all 4 Daly City branches) for Automated Circulation total $7,293.00.

CORRESPONDENCE

San Mateo County Historical Association Newsletter

The San Mateo County Historical Association newsletter announces that Ila Turner will present a "Suitcase Museum", March 12, of artifacts and facts on local Indian culture.

Letter from City Manager's Office

Mr. Chandler distributed to the Board a list of City officials.

REPORTS

Friends of the Library

In reviewing the Friends of the Library February 1983 newsletter Mr. Chandler noted that Rabbi Herbert Morris will be reviewing the book "The Clowns of God" by Morris West, Thursday, February 24 at Westlake Library.

The Spring Book Fair will be April 9th, 10 a.m.- 4 p.m. at Our Lady of Mercy auditorium.

Peninsula Library System

Mr. Chandler reported that because of a lack of state and federal funds the CLSB is studying priorities related to the work of library systems. As a result a PLS Priorities Committee has been formed to study options for PLS.

Monthly Reports

Mr. Chandler reviewed budget report of 1982-83 expenditures to date.

The circulation report was reviewed.

ADJOURNMENT

The meeting adjourned at 9:50 p.m.

The next regular meeting will be March 15, 1983.

CITY OF DALY CITY
CITY CLERK
MAR 9 10 23 AM '83

Daly City Public Library
BOARD OF TRUSTEES

March 15, 1983

Civic Center
Council Chambers AGENDA 7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Bylaws and policies of the Board of Trustees of the Daly City Public Library

B. Automated Circulation Conversion

C. Budget Review 1982-83

D. Agreement for RLIN Catalog Services

IV. CORRESPONDENCE

A. Letter from John W. Gross

B. Letter from Lois Kershner of PLAN

C. CALTAC Newsletter

V. NEW BUSINESS

A. 1983-84 Budget

B. Direct Loan Surveys

VI. REPORTS

A. Friends of the Library

B. Monthly Report

C. I.L.L. Transaction Report

CITY OF DALY CITY
CITY CLERK
APR 13 10 14 AM '83

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
March 15, 1983

The meeting was called to order by President Virginia Tierney at 7:35 p.m.

ROLL CALL

Present: Virginia Tierney, President; Bianca Caserza, Vice President; Elsie Martin, Reynaldo Pimentel, Samuel Chandler, City Librarian

Excused: Sarah Kelechava

Guests: John Sullivan, Adrienne Savetnick, Donald Whitton, Lorraine McClay

MINUTES

The minutes of the meeting of February 15, 1983 were approved as written.

OLD BUSINESS

Bylaws and Policies

A new handbook, containing revised bylaws and policies of the Daly City Public Library Board of Trustees, was distributed and reviewed by the City Librarian.

Automated Circulation Conversion

Mr. Chandler said the electrical work is in progress at Serramonte Library preparatory to installing automated circulation terminals. "Quick Communication"- replacing the teletype for interlibrary loans - will start when the computer is hooked up.

Budget Review 1982-83

The City Librarian went over a report from the Finance Department, reflecting 1982-83 expenditures to date.

Of the $15,000 Fred Gellert Foundation grant for reference materials approximately $7,500 has been spent.

RLIN Cataloging Services

San Mateo (City) has applied to join Daly City, Burlingame, Menlo Park and Redwood City in RLIN shared cataloging. Other PLS libraries, including the County, subscribe to OCLC (Ohio College Library Center) for technical processing and other services. These facilities give the Peninsula Library System almost complete bibliographic coverage.

CORRESPONDENCE

Letter from John W. Gross

In a letter to the City Librarian, John Gross expressed his displeasure with Daly City Public Library's shortened hours and the policy of closing Serramonte and Westlake branches on the Saturday before a Monday holiday.

Mr. Chandler said he regrets the necessity of cutting back hours and will write a letter to Mr. Gross regarding the City's budget problems.

Letter from PLAN

The letter to be considered has been superseded by recent changes. Consequently, the matter was referred to the next meeting.

CALTAC Newsletter

1. Mr. Chandler displayed new ALA logo - which will be the national symbol for libraries.

2. While SB 358 passed, funding was not affixed to it. CLA is trying to get legislation passed to put money into that account.

The legislative analyst for the State has recommended a fee of $1.00 be charged for interlibrary loans.

3. Fred Gellert Foundation received recognition in a CALTAC Newsletter article.

NEW BUSINESS

1983-84 Budget

Mr. Chandler stated there was no 1983-84 budget report, as the City had not yet started the budget process. Matter referred to the next meeting.

Direct Loan Surveys

The City Librarian reviewed direct loan quarterly surveys from 1981 to the present. Daly City shows a consistent net imbalance of 3% to 4%.

A negotiated County contract for services to Broadmoor/Colma for 1982-83 and 1983-84 will come before the City Council at their next meeting, and then to the San Mateo County Board of Supervisors for approval.

REPORTS

Friends of the Library

Virginia Tierney asked Board members to distribute flyers advertising the Friends of the Library Spring Book Fair, Saturday, April 9, 10 a.m.- 4 p.m. at Our Lady of Mercy Auditorium.

Mrs. Tierney announced that Dave Gard, one of the original "Kinston Trio", will review his book "Deidre" at the Friends' March 24th meeting.

Monthly Report

Trustees received a copy of Daly City Public Library's February Circulation Report.

ILL Transaction Report

1. February Interlibrary Loan Report reviewed.

2. February PLS Film Center Report reviewed.

CALTAC Board Meeting

Virginia Tierney will attend CALTAC Board Meeting in Sacramento on March 26.

ADJOURNMENT

The meeting adjourned at 9:25 p.m.

The next regular meeting will be April 19, 1983.

CITY OF DALY CITY
APR 13 10 13 AM '8

Daly City Public Library
BOARD OF TRUSTEES

April 19, 1983

Civic Center
Council Chambers

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. 1983-84 Budget

B. Agreement for RLIN Catalog Services

C. San Mateo County Contract

IV. CORRESPONDENCE

A. Letter from CLA

B. Clarion, March 30

C. Letter, California State Library Foundation

D. Letter, PLS Advisory Committee

V. NEW BUSINESS

LSCA Funding

VI. REPORTS

A. Monthly Report

B. Friends of the Library

C. CLA - CALTAC

D. ILL and ILLR

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting

April 19, 1983

The meeting was called to order by Vice President Bianca Caserza at 7:40 p.m.

ROLL CALL

Present: Bianca Caserza, Vice President; Reynaldo Pimentel, Sarah Kelechava, Elsie G. Martin, Samuel Chandler, City Librarian; John Sullivan, Assistant City Librarian; Adrienne Savetnick, Librarian II

Excused: Virginia Tierney

Guest: John Weidinger

MINUTES

The minutes of the meeting of March 15, 1983 were approved as written.

OLD BUSINESS

1983-84 Budget

Because Mr. Chandler plans to retire July 2, he explained that the City Manager has asked John Sullivan to prepare Library budget proposals for F/Y 1983-84. Mr. Sullivan worked with Adrienne Savetnick in compiling the new budget which was submitted to the City Manager April 15.

Mr. Sullivan then reviewed with the Board the line item figures which were submitted. He pointed out that the major change appears in the proposals for the salary acounts. If the proposal is accepted there will be a reorganization and restructuring of the department. The total amount requested for 1983-84 is $529,647.

RLIN Agreement

Redwood City and San Mateo Public Library will be joining Daly City, Burlingame and Menlo Park Public Library in a Joint Powers Agreement for RLIN computerized cataloging services. The agreement comes before the Daly City City Council on Monday, April 25.

San Mateo County Contract

An agreement with San Mateo County for services to Broadmoor/Colma for 1982-83 and 1983-84 was approved by the Daly City City Council in March and will come before the County Board of Supervisors for approval in April.

The agreement calls for the County to provide registration forms for eligible borrowers; send library cards to registered borrowers and maintain all registration records for these borrowers.

The agreement also includes a total of $10,000 worth of McNaughton Plan rental books for the two-year period.

CORRESPONDENCE

Clarion, March 30

The CLA newsletter "Clarion" included an agenda and registration form for State Legislative Day on Capitol Mall in Sacramento, May 19, 1983. All librarians and citizens are urged to visit legislators from their districts to discuss issues of vital interest to libraries. Deadline for mail registration is May 6.

Letter from California State Library Foundation

A letter was read announcing the formation of California State Library Foundation, supporting various State Library programs. Libraries and individuals are urged to join.

Sutro Library Dedication

John Sullivan informed the Board that the Sutro Library dedication open house will take place Sunday, April 24 on S.F. State campus from 1-4 p.m.

Letter from PLS Advisory Board

Library trustees are invited to attend open house at the County Central Library in Belmont on Thursday, May 12, 7:30-9:30 p.m., for a demonstration of the GEAC automated circulation system.

Employee Service Awards Dinner

A letter from Mayor Powell announces that the 22nd Annual Employee Service Awards Dinner will be held Friday, May 13 at the Westlake Park Community Center.

NEW BUSINESS

LSCA Funding

A communication from State Librarian Gary Strong states that $3 to $6 million in government money is available for library construction and renovation. To qualify for these funds construction must begin within 90 days. Since Daly City is planning construction of a multi-purpose building which includes a library, the City Manager has responded to the letter to determine Daly City's eligibility for funding.

REPORTS

Book Fair

In a letter to the Board of Trustees Virginia Tierney reported that the Friends of the Library Book Fair on April 9th netted close to $1,200. She noted there were many favorable comments on the new location--Our Lady of Mercy Auditorium.

ILL

Mr. Chandler reviewed interlibrary loan procedures and statistics.

Friends of the Library

The Friends of the Library are planning a program for the May meeting with San Mateo County Historical Association on the development of San Mateo County.

In response to Mrs. Caserza's question about the "Adopt-A-Magazine" program Mr. Chandler said he would present a report at the May meeting.

Monthly Report

The March Circulation Report was reviewed.

ADJOURNMENT

The meeting adjourned at 9:20 p.m.

The next regular meeting will be May 17, 1983.

Daly City Public Library
BOARD OF TRUSTEES

May 17, 1983

Civic Center
Conference Room AGENDA 7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Adopt a Magazine

B. Budget 1983-84

C. RLIN Agreement

D. County Contract

E. Legislative Day - May 19, 1983

F. Legislation

IV. CORRESPONDENCE

A. Letter from the City Librarian

B. Letter from the City Manager

C. Letter from PLAN

D. Bulletin from State Library

V. NEW BUSINESS

A. Friends of the Library Annual Meeting

B. H.A.S. Science Expo

VI. REPORTS

A. Friends of the Library

B. CLA

C. Peninsula Library System

D. Monthly Reports

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
May 17, 1983

CITY OF DALY CITY
JUN 16 10 40 AM '83

The meeting was called to order by President Virginia Tierney at 7:37 p.m.

ROLL CALL

Present: Virginia Tierney, President; Sarah Kelechava, Elsie G. Martin, Samuel Chandler, City Librarian; John Sullivan, Assistant City Librarian

Excused: Reynaldo Pimentel

Absent: Bianca Caserza

MINUTES

The minutes of the meeting of April 19, 1983 were approved as written.

OLD BUSINESS

Adopt-A-Magazine

Mr. Chandler reported that 17 Adopt-A-Magazine forms had been received by the Library Business Office and forwarded to the Friends of the Library Treasurer. Some of the 17 donors adopted more than one magazine.

Budget 1983-84

John Sullivan distributed updated budget revisions based on 17 full time positions. Budget hearings with the City Council will take place during the first week in June.

RLIN Agreement

The new RLIN contract has been approved by the City Council. The City Librarian went over the costs which will be divided among the five jurisdictions: Daly City, Burlingame, Menlo Park, Redwood City and San Mateo.

County Contract

A contract between Daly City and San Mateo County, providing library services to Colma/Broadmoor residents, has been signed. Mr. Sullivan and the County Librarian have discussed implementation of the contract, which will provide $10,000 worth of McNaughton rental books during 1983-84 to Daly City borrowers.

Legislative Day - May 19, 1983

Mr. Chandler went over the schedule for Legislative Day in Sacramento, May 19, 1983. He reported that Lou Papan's office will meet with his constituency at 11 a.m.

Virginia Tierney and Bianca Caserza are planning to attend.

Legislation

The Government Relations Committee met April 8 to discuss SB 358 funding. G.R.C. is urging interested persons to write to their legislators regarding the bill and library funding needs.

CORRESPONDENCE

Letter from City Librarian

Mr. Chandler presented copies to the Trustees of a letter written to the City Council, dated May 12, 1983, announcing his resignation as City Librarian effective July 5, 1983.

Letter from City Manager

A letter was read--from the City Manager to the City Attorney--requesting an amendment to the City Code be drawn up, removing the position of City Librarian from the Civil Service classification.

There was discussion regarding Mr. Chandler's retirement and the future City Librarian of Daly City. It was moved, seconded and passed that the Board of Trustees draft and send a letter to the City Manager expressing their confidence in John Sullivan to succeed Mr. Chandler as City Librarian.

Letter from PLAN

A letter from PLAN clarifies for PLS libraries what data can and cannot be stored or entered in the GEAC computer.

Bulletin from State Library

A letter from Gary Strong states that LSCA funds will be used to cover the anticipated shortfall for the Direct Loan Program.

Letter from BALIS

A letter from BALIS to library systems north of Monterey announces that during July 1983 Northern California Safeway Stores will have printed on their bags "Your Library Card is the Most Valuable Card You Will Ever Own".

NEW BUSINESS

Friends of the Library Annual Meeting

The Annual Meeting for Friends of the Library will be Wednesday, May 25, 7:30 P.M. at the Serramonte Library. The San Mateo County Historical Museum will present a Victorian costumes display and a film on San Mateo County.

H.A.S. Science Expo

Mr. Chandler announced that Science Expo '83, sponsored by Daly City H.A.S. Commission, will be at Serramonte Shopping Center May 21-22.

REPORTS

PLS - CIN

Mr. Chandler reported that it appears that PLS and MOBAC systems are no longer members of CIN (Cooperative Information Network). However, the CIN Board is discussing ways that will allow PLS and MOBAC to purchase the services their members need.

Monthly Report

Sarah Kelechava noted that the drop in circulation figures is very discouraging.

ADJOURNMENT

The meeting adjourned at 9:30 p.m.

CITY OF DALY CITY
CITY CLERK
JUN 16 10 40 AM '83

Daly City Public Library
BOARD OF TRUSTEES

June 21, 1983

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. "Go For It!"

B. Budget

C. Multipurpose Building

D. McNaughton Service

E. CIN

F. Legislation

IV. CORRESPONDENCE

A. Letter from Bay Area Library and Information System

B. Month in Review: Wilson Library Bulletin

V. NEW BUSINESS

A. Letter of Intent to L. J. Skaggs Foundation

B. Summer Reading Program

C. YEP program

VI. REPORTS

A. Friends of the Library

B. PLS

C. PLAN

D. CLA

E. Monthly Reports

CITY OF DALY CITY
CITY CLERK
AUG 4 3 33 PM '83

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
June 21, 1983

The meeting was called to order at 7:40 p.m. by President Virginia Tierney.

ROLL CALL

Present: Virginia Tierney, President; Bianca Caserza, Vice President; Elsie G. Martin, Samuel Chandler, City Librarian; John Sullivan, Assistant City Librarian; Adrienne Savetnick, Librarian II

Excused: Sarah Kelechava, Rey Pimentel

MINUTES

The minutes of the meeting of May 17, 1983 were approved as written.

OLD BUSINESS

"Go For It!"

Mr. Chandler distributed "Go For It!", the summer brochure that was mailed to all Daly City residents.

Virginia Tierney asked about the gift catalog planned for donations needed by City departments. Mr. Chandler said publication of the catalog has been delayed.

Budget

The Library's budget hearing before the City Council was on June 6th. Mr. Chandler explained that budget requests were presented in two sections--one based on last year's figures, and other requests presented as add-ons. The budget recommended for the library could total $39.335 additional for 1983-84.

Multipurpose Building

Daly City is filing a grant application for LSCA Title II funds which have been made available for building and remodeling libraries.

The multipurpose building to be built on Mission Street includes plans for a 30-50 thousand volume library. Mr. Chandler explained the library floor plan to the Trustees.

McNaughton Service

As of the latest McNaughton order, the library is working with San Mateo County. Mr. Sullivan said the County Library has been very cooperative.

CIN

The Peninsula Library System is no longer a member of CIN (Cooperative Information Network) but may purchase certain non-member services from the organization.

Legislation

1983-84 library budget for state and local programs has gone to conference. A compromise has been reached to fully fund SB 358 for the latter part of F/Y 1983-84.

Congressman Simon (Illinois) has introduced the LSCA amendments of 1983.

CORRESPONDENCE

Reception - July 8, 1983

Since library staff would like to attend Mr. Chandler's retirement reception scheduled from 5-7:30 p.m. in the Civic Center, July 8, Mr. Sullivan suggested the branches close early on that date.

M.S.P. that the libraries close at 5 p.m. on Friday, July 8, enabling staff to attend Mr. Chandler's reception.

Letter from BALIS

A letter from Bay Area Library and Information System states a library ad will appear on Safeway bags during the month of July 1983.

Wilson Library Bulletin

Mr. Chandler distributed copies of a speech about libraries which appeared in the May 1983 issue of Wilson Library Bulletin.

NEW BUSINESS

Summer Reading Program

John Sullivan described the library's 1983 Summer Reading Program which is comprised of two parts, a reading club and a listening club. Prizes will be provided at the end of program by B. Dalton, Danny's and the Oakland A's.

YEP

The summer YEP (Youth Employment Program) is underway at all four Daly City libraries. On-site supervisors are screening the applicants and selecting these summer employees.

REPORTS

Friends of the Library

On June 15th the Friends of the Library set up "Tween Fairs" book shelves at Westlake Library for ongoing book sales. Books are priced at 25¢ each or 3 for 50¢.

PLS

Former PLS Secretary Jacquie Eastman-Williams is now Secretary to San Mateo City Librarian. Her replacement is Genevieve Hatle who previously worked for the City of Oceanside, California.

The PLS Personnel Committee is advertising for a System Director to replace Jane Light who has accepted the position of Assistant City Librarian in Redwood City.

PLAN

Mr. Chandler announced that two GEAC terminals are installed at Serramonte Library.

Monthly Reports

Monthly reports were distributed.

Legislative Day

Bianca Caserza said that Legislative Day in Sacramento was an interesting experience. She saw and spoke to legislators Papan and Naylor.

S. Chandler Retirement

Mr. Chandler talked about his 25 years as City Librarian and expressed his thanks to the Board of Trustees.

ADJOURNMENT

The meeting adjourned at 9:25 p.m.

There will be no Board Meeting in July.

The next regular meeting will be August 16, 1983.

CITY OF DALY CITY
JUL

Daly City Public Library
BOARD OF TRUSTEES

June 28, 1983

The Library Board of Trustees meeting for July 19, 1983 has been cancelled. The next regular meeting will be August 16, 1983.

Samuel C. Chandler, City Librarian

Daly City Public Library
BOARD OF TRUSTEES

August 16, 1983

CITY OF DALY CITY
AUG 4 10 17 AM '83

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

- A. Budget
- B. SB 358
- C. GEAC Automated Circulation System
- D. Summer Reading Program
- E. SYEP Program

IV. NEW BUSINESS

- A. County closing
- B. Branch schedules
- C. Staff Changes
- D. Collection Development
- E. Other

V. REPORTS

- A. Friends of the Library
- B. PLS/SBCLS/MOBAC
- C. PLS
- D. PLAN

CITY OF DALY CITY
AUG 25 10 12 AM '83

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
August 16, 1983

The meeting was called to order at 7:40 p.m. by President Virginia Tierney.

ROLL CALL

Present: Virginia Tierney, President; Bianca Caserza, Vice President; Elsie G. Martin, John Sullivan, Acting City Librarian; Adrienne Savetnick, Librarian II.

Excused: Sarah Kelechava

Guests: Sue Scaduto

MINUTES

The minutes of the meeting of June 21, 1983 were approved as written.

OLD BUSINESS

Budget

Mr. Sullivan distributed copies of the approved budget for FY 1983/84. He pointed out that items such as fringe benefits, insurance, and maintenance services were now being included in the departmental budgets.

SB 358

Mr. Sullivan reported that SB 358 has been passed, signed, and funded at 25% level. This could mean that the Library is eligible for $18,000 in State aid in FY 83/84.

GEAC

Mr. Sullivan reported that three GEAC terminals are now in operation and that the conversion of library materials for the automated circulation system has begun.

Summer Reading Program

The Summer Reading Program ended on August 12, 1983. Prizes of gift certificates from B. Dalton Bookstores and Denny's Restaurant, as well as baseball tickets to the Oakland A's games are being awarded to all who completed the program.

SYEP

The Summer Youth Employment Program also ended on August 12, 1983. The Program had provided the library with several pages who were above average in performance. Mr. Sullivan expressed his appreciation of the good work done by the program in selecting and referring young people to the library for a valuable work and learning experience.

NEW BUSINESS

County Branch Closings

The San Mateo County Library is closing many of its branches for varying amounts of time to convert its collection for automation. The closings are being coordinated to minimize impact on libraries in neighboring areas. In response to a question from the Board, Mr. Sullivan said that it is not now planned to close any Daly City branches for conversion.

Branch Schedules

Mr. Sullivan requested the approval of the Board to change the hours of the John D. Daly branch from 12:00 - 6:00 p.m. to 2:00 -6:00 p.m. to correspond to the Bayshore branch hours.

MSP Caserza-Martin: to approve this change.

Mr. Sullivan also requested approval to change the Saturday schedule from 10:00 - 5:00 p.m. to 12:00 - 5:00 p.m. to minimize scheduling problems and to facilitate conversion.

MSP Caserza-Martin: to approve this change.

Staff Changes

Mr. Sullivan announced that Sheila Cavanor, Librarian I, and Barbara Castello, Library Assistant III, had decided to take advantage of early retirement and that their last day worked was July 28, 1983. The Board expressed regret that two capable staff members were no longer with the Library.

Mr. Sullivan reported that Mrs. Castello's position was being re-classified to a Secretary III position; that the duty statements for Librarian I and Librarian II were being amended; and that replacements would be hired sometime in October.

Collection Development

Mr. Sullivan announced that the Library plans to expand its collection of Audio-cassettes. The collection will include music, spoken word, and instructional tapes. The 8mm film collection which is old, in poor condition, and superceded by newer formats such as video-cassette tapes, will be phased out.

Other

The election of officers was postponed until the current vacancy on the Library Board of Trustees is filled.

Other (cont.)

Elsie G. Martin suggested that the Board should acknowledge the efforts of the Library staff. It was agreed that the Trustees would host a luncheon at the Serramonte Library on Friday, November 4, 1983 to express their appreciation of the Library staff.

REPORTS

Friends of the Library

The Friends Book Fair is scheduled for October 8, 1983 at Our lady of Mercy School. Mrs. Savetnick reported that the 'Tween Fairs book sales at the Westlake Library have been very brisk. Mr. Sullivan showed a copy of the new California Library Friends Directory 1982-1983 just published by the California State Library.

PLS/SBCLS/CIN

Mr. Sullivan reported that efforts to maintain the multi-library network formerly under the Cooperative Information Network are moving forward and he expressed confidence that in spite of funding difficulties the Network would continue to provide important reference services to its members.

PLS

Mr. Sullivan reported that candidates for the PLS System Director position have been interviewed and the new Director would be selected soon.

PLAN

Mr. Sullivan commended Lois Kershner, PLAN Director, for the excellent work she did in training the staff on conversion for automation.

ADJOURNMENT

The meeting adjourned at 8:45 p.m.

The next regular meeting will be September 20, 1983.

Daly City Public Library
BOARD OF TRUSTEES

October 18, 1983

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. NEW BUSINESS

A. Administration of oath to newly appointed Trustee - John G. Morrice

B. Introduction of new Trustee

C. Nomination and election of officers for 1983/84

IV. OLD BUSINESS

A. GEAC System

B. Public access coin-operated computer

C. Grant Requests

D. Statistics

V. CORRESPONDENCE

A. Letter from Michael Voss

B. Letter to Michael Voss

C. CALTAC

VI. REPORTS

A. Friends of the Library Book Fair

B. PLS/SBCLS/MOBAC

C. PLS

D. State Library

E. PLAN

F. CLA

VII. OTHER

CITY OF DALY CITY
SEP 16 10 39 AM '8

PUBLIC LIBRARY

CITY OF DALY CITY

40 WEMBLEY DRIVE
DALY CITY, CALIFORNIA
94015

OFFICE OF THE
LIBRARIAN

September 15, 1983

The Library Board of Trustees meeting scheduled for Tuesday, September 20, 1983 has been cancelled because of the lack of a quorum.

CITY OF DALY
OCT 25 10 29 AM

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
October 18, 1983

The meeting was called to order by President Virginia Tierney at 7:35 p.m.

ROLL CALL

Present: Virginia Tierney, Bianca Caserza, Elsie G. Martin, John Morrice, John Sullivan, City Librarian; Adrienne Savetnick, Librarian II; Susan Scaduto, Library Aide

Excused: Sarah Kelechava

NEW BUSINESS

Oath of Newly Appointed Trustee, John Morrice

City Clerk, Betty Mazza, administered swearing in of newly appointed Trustee John Morrice.

Election of Officers

Elsie Martin Nominated Bianca Caserza for President.

Bianca Caserza nominated Elsie Martin for Vice President.

Nominations seconded and the ballot unanimous for President and Vice President.

Introduction of New Trustee

Newly elected President Bianca Caserza introduced Board members to Trustee appointee John G. Morrice.

MINUTES

M.S.P. to revise minutes of the meeting of August 16, 1983 to reflect that Serramonte and Westlake branches will continue to be closed on holiday weekends until further notice.

OLD BUSINESS

GEAC System

John Sullivan explained automated circulation conversion process to the Board and invited Mr. Morrice and other interested Trustees to an orientation which will be scheduled at Serramonte Library in the near future. The GEAC conversion is moving along slowly at Westlake and Serramonte. Terminals have not yet arrived at John D. Daly and Bayshore Libraries, but are expected soon.

Public Access Coin-operated Computer

The coin-operated computer from Micro Timesharing Co. is installed at Serramonte Library. It will be ready for use by the public when a working printer is installed.

Grant Requests

Grant requests to Carl Gellert Foundation have been submitted by the City. The library is requesting monies for an office copy machine and an IBM-PC computer for technical processing.

Statistics

The Board reviewed Circulation Report for September 1983.

Coffee Hour - November 4

M.S.P. to host brunch for library staff November 4th from 10 a.m. to 12 noon at Serramonte Library. Mr. Sullivan agreed to contact the libraries and invite the staff on behalf of the Board of Trustees.

CORRESPONDENCE

Letter from Michael Voss

The City Librarian referred to a letter of complaint from Michael Voss, regarding discourteous staff at Serramonte Library. Mr. Sullivan wrote a letter of apology to Mr. Voss.

CALTAC

Announcement made of CALTAC Workshop in Sonoma. Mrs. Tierney suggested attending the workshop which will be at Menlo Park in March.

Mrs. Tierney is a CALTAC committee member for the Gladys English Collection - original artwork by illustrators of published children's books. The collection is housed at Sierra College.

REPORTS

Friends of the Library Book Fair

Mrs. Tierney reported the Friends of the Library Book Fair on October 8th took in $955.00. The next book fair is planned for April 1984. "'tween Fairs" sale of books is in operation at Westlake Library.

PLS/SBCLS/MOBAC

Peninsula Library System, South Bay Cooperative Library System, and Monterey Bay Area Cooperative have been networking as members of CIN (Cooperative Information Network), primarily to have access to the Stanford collection. PLS is now out of CIN.

PLS

PLS has been without a system director since June. The new Director, Linda Crowe, most recently from Florida, reported for work Monday, October 17.

Replacing Samuel Chandler as Chairman of the Board for PLS is Carl Collmayer of Redwood City Public Library.

State Library

Mr. Sullivan referred to an article on page 5 of the State Library Newsletter which points out that state tax is applicable on coin-operated copiers.

PLAN

Mr. Sullivan distributed copies of progress report from PLAN, compiled by Coordinator Lois Kershner.

CLA

Preliminary Program for CLA Conference, December 3-7, 1983, was reviewed. The Library Business Office will pre-register Trustees for the Conference before November 4, 1983.

ADJOURNMENT

The meeting adjourned at 8:50 p.m.

The next regular meeting will be November 15, 1983.

CITY OF DALY CITY
Nov 10 10 35 AM '83

Daly City Public Library
BOARD OF TRUSTEES

November 15, 1983

Civic Center
Conference Room AGENDA 7:30 P.M.

I. ROLL CALL

II. MINUTES

III. NEW BUSINESS

A. CLA registration and special programs

B. State Library Report - Part 2

C. Adult Computer Literacy Grants

D. Personnel Lists

E. Other

IV. OLD BUSINESS

A. GEAC System

B. Statistics

C. Trustees' Coffee Hour

V. CORRESPONDENCE

A. Letter of appreciation on behalf of Adrienne Savetnick

VI. REPORTS

A. Friends of the Library

B. PLAN

VII. OTHER

A. December Meeting

CITY OF DALY CITY
Nov 23 10 22 AM '83

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
November 15, 1983

The meeting was called to order by President Bianca Caserza at 7:35 p.m.

ROLL CALL

Present: Bianca Caserza, President; Elsie G. Martin, Vice President; Virginia Tierney, John Morrice, Sarah Kelechava, John Sullivan, City Librarian; Adrienne Savetnick, Librarian II

MINUTES

The minutes of the meeting of October 18, 1983 were approved as written.

NEW BUSINESS

CLA Registration and Special Programs

Copies of CLA pre-registration receipts were presented to those Trustees who will be attending the Conference. John Sullivan read about special tours offered during the conference.

State Library Report - Part 2

Mr. Sullivan reviewed Part 2 of Daly City's 1982-83 State Library Report, which surveyed special areas such as Finances, Automation and Governance.

Adult Computer Literacy Grants

The State Library is funding an Adult Microcomputer Literacy Training Project. Individual libraries in the Peninsula Library System can apply for $1,000 for staff training at Computertown in Menlo Park. Daly City Library cannot spare staff to attend the courses. However, another project offering "computer comfort courses" can come to the library and will be conducted jointly with Daly City Library and Parks and Recreation Department.

Personnel Lists

Eight people took the oral examination for Librarian II. A list has been promulgated and Mr. Sullivan will set up interviews after the Thanksgiving holiday.

Capital Projects

The City Librarian attended a Capital Projects budget meeting November 15. The Library will ask for replacement of typewriters, steno chairs and some furniture at Westlake branch.

John Morrice said he would look into the possibility of obtaining surplus furniture at the school district.

Publicity Photos

Daly City Record 11/9/83 and S.F. Progress 11/11/83: Walden Marionettes at Serramonte Library, November 19; sponsored by Friends of the Daly City Library through a grant from B. Dalton Books.

A bookmark/flyer, announcing the puppet show was distributed to Trustees.

OLD BUSINESS

GEAC System

Mr. Sullivan said that the conversion to automated circulation is progressing and the library hopes to go online at the beginning of F/Y 1984-85.

Statistics

Monthly circulation report was reviewed.

Trustees' Coffee Hour

On behalf of the Library staff Mr. Sullivan thanked the Board for a very pleasant coffee hour, hosted by the Trustees November 4th.

CORRESPONDENCE

Letter of Appreciation

The City Librarian read a letter of appreciation sent to Mrs. Savetnick, from the 6th grade class at OLM for a class visit to Westlake Library.

REPORTS

Friends of the Library

Virginia Tierney announced upcoming meetings and book reviews for Friends of the Library: 1) Thursday, November 17, Westlake Library, Michael Svanevik; 2) Saturday, November 19, Serramonte Library, Walden Marionettes; 3) Thursday, December 1, Serramonte Library, 10 a.m.--Craig Chapman will review "Books for Holiday Giving"; 4) January 25, 1984, 7:30 p.m., Serramonte Library, "Our Asian Heritage".

Bianca Caserza announced Daly City will host PLS Advisory Board meeting Thursday, November 17, Serramonte Library.

PLAN

John Sullivan reported on Project Managers Committee, whose last meeting will be November 21, 1983.

December Meeting

As directed by President Caserza, the Board of Trustees will not meet in December.

ADJOURNMENT

The meeting adjourned at 8:35 p.m.

The next regular meeting will be January 17, 1984.

CITY OF DALY CITY
DEC 16 10 53 AM '83

PUBLIC LIBRARY

CITY OF DALY CITY

40 WEMBLEY DRIVE
DALY CITY, CALIFORNIA
94015

OFFICE OF THE
LIBRARIAN

December 16, 1983

Due to lack of a quorum, the Library Board of Trustees meeting scheduled for December 20, 1983 has been cancelled.

1984

Notes

CITY OF DALY CITY
JAN 11 11 01 AM '84

Daly City Public Library
BOARD OF TRUSTEES

January 17, 1984

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

- A. Statistics
- B. GEAC
- C. Computer Literacy

IV. NEW BUSINESS

- A. Volunteer Program
- B. Community Room Use
- C. Daly City Emergency Plan
- D. Staff Appointment
- E. Privacy Policy
- F. Emergency Jobs Bill
- G. Strategies for Service

V. CORRESPONDENCE

- A. Letter to William Bateman
- B. Letter from State Librarian

VI. REPORTS

- A. Friends of the Library
- B. C.L.A.

VII. OTHER

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
January 17, 1984

The meeting was called to order at 7:35 p.m. by Bianca Caserza, President.

ROLL CALL

Present: Bianca Caserza, President; Elsie G. Martin, Vice President; Virginia Tierney, Sarah Kelechava, John Sullivan, City Librarian; Adrienne Savetnick, Librarian II; Susan Scaduto, Library Aide

Absent: John Morrice

MINUTES

The minutes of the meeting of November 15, 1983 were approved as written.

OLD BUSINESS

Statistics

Circulation and book processing reports for November and December 1983 were reviewed. The City Librarian noted that, despite the diminished staff, book processing is proceeding well, due largely to the hard work of Katherine Rivera, Library Assistant II, and the RLIN computerized cataloging.

GEAC

PLAN is conducting its first time test - a simulation of the system under full load - to check response time. Every PLS library will have an operator on every terminal during specified half-hour periods on January 17, 18, and 19.

The first library to go on-line - around the 1st of February - will be Millbrae, with Pacifica to follow in March. The on-line target date for Daly City is September 27, 1984.

Computer Literacy

Daly City did not apply for a $1,000 State Library grant being offered to individual libraries for staff training on computer literacy. However, PLS applied for a grant from the State, and Mr. Sullivan wrote a letter to Gary Strong, saying Daly City would participate in the system's computer training program.

NEW BUSINESS

Volunteer Program

At the suggestion of Council member Jane Powell, Mr. Sullivan submitted a grant proposal to the Peninsula Community Foundation in November 1983, for $5,000 to provide a volunteer program coordinator for the library. The coordinator will recruit and train volunteers for the automated circulation conversion project.

The Peninsula Community Foundation granted the requested funds, and Caren Jenkins, Program Coordinator for History, Arts and Science, has accepted the half-time position of Volunteer Coordinator starting January 23, 1984.

Community Room Use

Mr. Sullivan reported that the Serramonte Library Community Room will be heavily used during the next three months. The People's Computer Company, in conjunction with Daly City Recreation Department, will be conducting computer classes several times a week. Daly City Fire Department has scheduled the room 3 days a week for training classes.

Daly City Emergency Plan

In response to an inquiry from a patron regarding the role of libraries in cases of disaster and/or emergency, the City Librarian learned that the current emergency plan is being revised. Currently the Daly City Library's function in an emergency would be to act as a temporary shelter and registration point for displaced persons, under the overall supervision of the Director of Parks and Recreation.

Staff Appointment

Mr. Sullivan announced he had interviewed persons for the Librarian II position and selected Cathleen Scalice, who is presently the Outreach Librarian for the Peninsula Library System. She will take up her duties in Daly City sometime in February after her replacement has been hired and trained.

Privacy Policy

There has been some concern about possible misuse of patron information in the PLAN computer. A draft of the Daly City Public Library Right of Privacy Policy, which has been approved by the City Attorney, was presented to the Library Board of Trustees for approval.

M.S.P.: to accept the Right of Privacy Policy document as written.

Emergency Jobs Bill

The County Library is the recipient of $40,000 Emergency Jobs Bill funds and, from these funds, has offered Daly City one half-time position at $5.86 per hour to assist in the GEAC conversion project. Daly City presently has one part-time employee hired for this purpose.

Strategies for Service

The City Librarian went over library goals outlined in CLA Strategies for Service booklet. The Chair asked trustees to read objectives under Goal A for review at the February meeting.

CORRESPONDENCE

Letter to William Bateman

Mr. Sullivan read a letter he had written in response to an inquiry from

Mr. William Bateman. Mr. Bateman, a merchant seaman, was interested in locating some books about the sea by Howard Pease, which he had read many years ago at the John D. Daly Branch. Mr. Sullivan was able to locate some of the titles in storage at the Westlake Library. PLS libraries have also been alerted to direct any discards of Mr. Pease's books on the subject to Daly City Library for Mr. Bateman.

REPORTS

Friends of the Library

Virginia Tierney announced that the Friends of the Library meeting at Serramonte Library January 25 will have a program on Malaysia and Singapore. She urged Board members to attend.

Mr. Sullivan said Mr. Tony Santa Elena plans to attend and report on the program in Asian-American Newspaper.

The "Friends" plan to sponsor another puppet show next Halloween.

CLA Conference

Bianca Caserza, Virginia Tierney, and John Sullivan discussed meetings they attended and their impressions of the December CLA Conference in Oakland.

OTHER

PLS/SAB Open House

Bianca Caserza informed the Trustees that the PLS Advisory Board will have a joint meeting of Trustees, Commissioners and Supervisors February 16 at Burlingame Public Library. Individual invitations will be sent.

Book Marks

Adrienne Savetnick displayed samples of bookmarks created by Linda Barnes and Susan Scaduto of Westlake Library. Using paper scraps from the City's printing department, a variety of decorative rubber stamp designs and colored inks, they have provided the Library with a handsome assortment of bookmarks that have been popular with the patrons.

ADJOURNMENT

The meeting adjourned at 8:55 p.m.

The next regular meeting will be February 21, 1984.

Daly City Public Library
BOARD OF TRUSTEES
February 21, 1984

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. NEW BUSINESS

- A. Commissioner of the Year Award
- B. Public Library Foundation Program
- C. California Library Services Act
- D. Capital Budget
- E. Legislative Day
- F. California Library Association Tapes
- G. Other

IV. OLD BUSINESS

- A. Statistics
- B. Volunteer Program
- C. Privacy Policy
- D. Strategies for Service

V. REPORTS

- A. Friends of the Library
- B. System Advisory Board
- C. Peninsula Library System
- D. CALTAC
- E. Peninsula Community Foundation Workshop

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
February 21, 1984

CITY OF DALY CITY
FEB 29 10 46 AM '84

The meeting was called to order by President Bianca Caserza at 7:30 p.m.

ROLL CALL

Present: Bianca Caserza, President; Sarah Kelechava, John Morrice, John Sullivan, City Librarian; Adrienne Savetnick, Librarian II; Susan Scaduto, Library Aide

Excused: Elsie G. Martin, Virginia Tierney

MINUTES

The minutes of the meeting of January 17, 1984 were approved as written.

NEW BUSINESS

Commissioner of the Year Award

Bianca Caserza announced that Sarah Kelechava, who has served as a Daly City Library Trustee since July 1959, is the first recipient of the new Mayor's Commissioner of the Year Award. Those attending the meeting congratulated Mrs. Kelechava, and John Sullivan displayed a large plaque which will hang in the Mayor's office, with her name engraved as this year's recipient.

Public Library Foundation Program

California's Public Library Foundation Program (SB-358 funding) proposed budget for F/Y 1984-85 is $12 million, up from $6 million last year, when Daly City received $16,688.

California Library Services Act

The Governor's budget proposes a $1,300,000 increase for Transaction Based Reimbursements Program, bringing the total CLSA local assistance funding to $7,210,000.

Capital Budget

The Capital budget is to be submitted by the end of February. The Library is requesting replacement of equipment and furniture: 12 reading tables, 60 chairs, 2 children's tables, 8 chairs, 4 study carrels, 2 electric typewriters for Westlake branch; and 2 electric typewriters for Serramonte branch.

Legislative Day

Legislative Day in Sacramento will be Wednesday, May 16, 1984. Mr. Sullivan said plans will be made to go in groups for those planning to attend.

California Library Association Tapes

Peninsula Library System has purchased tapes of some CLA Conference meetings. Lists and titles are available at the PLS Film Center in Belmont.

Surplus Furniture

John Morrice inquired about surplus furniture at the Jefferson School District. He was told the stored furniture is being held for future use by the district.

OLD BUSINESS

Statistics

January statistics were discussed. It was noted that John D. Daly's circulation figures were down by half from last year's.

Volunteer Program

Mr. Sullivan said the response to newspaper and radio announcements requesting volunteers for automated circulation conversion project is exceeding all expectations. Of the 62 people who have inquired to date, 26 have been scheduled for training. 30 hours per week are now being input by volunteers, with a goal of 100 hours per week by the end of March.

Privacy Policy

Mrs. Caserza read the Daly City Public Library Right of Privacy Policy document, which was then signed by the Trustees.

Strategies for Service

Tabled.

REPORTS

Friends of the Library

Assistant City Manager John Martin will review the book "In Search of Excellence" for the Friends of the Library meeting Thursday, February 23, at Westlake Library.

The "Friends'" Spring Book Fair will be Saturday, April 7th.

We now have available in all Daly City Libraries, courtesy of the Friends of the Library, an ALA quarterly entitled "Openers". Copies are free to the public.

System Advisory Board

Four Daly City Library Trustees and the City Librarian attended the February 16th System Advisory Board meeting at Burlingame Public Library. Mrs. Caserza, who is Daly City's SAB representative, said the evening's program on Outreach was well planned and informative. Several PLS libraries have volunteers doing outreach.

Peninsula Community Foundation Workshop

On February 7 the City Librarian attended a Peninsula Community Foundation Grantsmanship Workshop in Burlingame. He said Mr. Somerville gave helpful hints on how to go about asking for money and what information grantors look for.

Library Journal

Mr. Sullivan reviewed two Library Journal articles on funding for libraries.

CALTAC

There will be a CALTAC Regional Workshop in Library Leadership at Menlo Park Public Library, Saturday, March 3, 1984, 9:30 a.m. to 3:30 p.m. Interested library Trustees may attend.

Chart on Library Statistics

Mr. Sullivan distributed a 1982-83 statistics sheet, on cities from 50,000 to 100,000 population, compiled by a volunteer working for Jane Light, Assistant City Librarian, Redwood City. The chart compared the cities' budgets, circulation, staff, collections, etc.

Meeting with Mayor

Bianca Caserza, Elsie Martin and John Sullivan met with Mayor Nevin February 17 to discuss Library Needs. Mrs. Caserza said the Library's main concern is for more staff. She said it was a positive meeting and that the Mayor was responsive.

ADJOURNMENT

The meeting adjourned at 8:40 p.m.

The next regular meeting will be March 20, 1984.

CITY OF DALY CITY
MAR 16 10 08 AM '84

Daly City Public Library
BOARD OF TRUSTEES
March 20, 1984

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

- A. Volunteer Program
- B. Conversion Program
- C. Public Library Foundation Program
- D. Strategies for Service
- E. Other

IV. NEW BUSINESS

- A. New Staff
- B. Staff Re-organization
- C. National Library Week
- D. Other

V. REPORTS

- A. Friends of the Library
- B. System Advisory Board
- C. Caltac
- D. Peninsula Library System
- E. PLAN

CITY OF DAL
APR 10 10 46 A

Daly City Public LIbrary
BOARD OF TRUSTEES
Minutes of the Regular Meeting
March 20, 1984

The meeting was called to order by President Bianca Caserza at 7:35 p.m.

ROLL CALL

Present: Bianca Caserza, President; Viginia Tierney, Vice-President; Sarah Kelechava, Elsie G. Martin, John Morrice, John Sullivan, City Librarian; Adrienne Savetnick, Librarian II.

MINUTES

The minutes of the meeting of February 21, 1984 were approved as written.

OLD BUSINESS

Volunteer Program

Mr. Sullivan reported the Volunteer Program was a great success. Twenty-seven volunteers were selected and are now working on the conversion program.

Conversion Program

The volunteers have speeded up the conversion program. Westlake Library volunteers have worked 46 hours, and input 802 books. Serramonte volunteers have worked 117.5 hours and input 1,674 books. At an average of four minutes per book, a total of 2,476 books have been put on the computer by volunteers -- a total of 163.5 hours to date. After the conversion of books, patrons will be given new plastic cards with bar codes and their records will be converted to the computer also.

Public Library Foundation Program

Mr. Sullivan gave a brief review of the program and the positive effects this State Funding could have on the Daly City Library.

Strategies for Service

Bianca Caserza suggested the Board members read "Goal A and B" in the CLA booklet and they will discuss it further at the next meeting.

NEW BUSINESS

New Staff

Mr. Sullivan reported the library has recently hired a new Librarian II, Cathleen Scalice; a temporary Librarian I, Cecilia Santiago; and a part-time Librarian I position will be added very soon. Also Kathy Rivera was promoted from a Library Assistant II position to Librarian I. The new staff will be introduced to the Board at the next meeting.

Staff Re-organization

The Serramonte Branch will be the central location for reference materials. Cathy Scalice will be in charge of the adult reference and circulation desk. Don Whitton will concentrate on the children's programs and children's book selection from the Serramonte Branch. Kathy Rivera will be in charge of technical processing.

National Library Week - April 8-14, 1984

Mr. Sullivan reported that the Peninsula Libraries would like to have an "amnesty week" in observance of National Library Week. San Mateo County will be using the motto, "Knowledge is Real Power" throughout the county. Hillsdale Shopping Center will be putting barrels in their shopping mall to encourage people to return overdue books. Press releases will spread the word.

PLS Advisory Board

Mrs. Caserza reported that a PLS Advisory Board member is anxious to have a policy to exempt senior citizens from paying library fines. Mr. Sullivan suggested the Board consider this proposal. A motion was made, seconded and carried to "Eliminate charging fines to Senior Citizens", with proviso the Board will review it in six months. Mrs. Caserza will report to SAB in April.

REPORTS

Friends of the Library

Virginia Tierney passed out flyers on the Book Fair scheduled for April 7th. She reported that the 'Friends' have more books than ever to sell and she has been busy getting the staff organized and the publicity out.

Mrs. Tierney said the next book review would be by author, Charlotte Slovak Biro, who was born in Budapest. She will review her book, "The Flavors of Hungary", a collection of recipes from three generations.

Next month, Bill Fletcher, a graduate engineer who teaches engineering at San Francisco City College will review Elmer B. Potter's The Great Sea War; the story of naval action in World War II and Thomas B. Buell's The Quiet Warrior: a biography of Admiral Raymond A. Spruance.

System Advisor Board

Mrs. Caserza reported contacting station KCSM for a new outreach project which would be a read-aloud program for listeners who are blind.

John Sullivan said that Linda Crowe, the PLS Director, is currently working on a project called, "The Latch Key Kid". She wishes to create half hour programs that will encompass the art of storytelling on video tape for a 13 or 20 week series with KCSM-TV to entertain children who are left alone after school before their parents come home. Ms. Crowe is seeking funds for this program. Mr. Sullivan said the video tapes could be used in libraries.

Caltac

Mrs. Tierney represented Daly City and reported on the Caltac meeting. She said the trustees shared ideas and one of the policies they presented was, "Trustees should be believers in libraries and users of the library". Another was, "a policy is needed and should be written and made available to the staff and public".

Peninsula Library System

The Peninsula Library System is presenting a "Problem Patron" workshop for all the staff who would like to attend, Tuesday, April 3rd. in the Menlo Park Council Chambers. They will present techniques to handle patrons that give problems to the staff or other patrons.

PLAN

Mr. Sullivan reported that September 1984 is the target date for going "on-line".

Mrs. Martin thanked everyone for the condolences she received for her late husband, Glen.

The meeting adjourned at 9:05 p.m.

The next regular meeting will be held on April 17, 1984.

DALY CITY PUBLIC LIBRARY

Right of Privacy Policy

In accordance with the California Government Code (§6254), library circulation records are not public records. Therefore, it is the policy of the Daly City Public Library Board of Trustees to protect the right of privacy of all individuals by not disclosing such records except to a library employee acting within the scope of his or her employment. Similarly, borrowers' registration records shall not be disclosed.

Adopted March 1, 1984 by the Daly City Library Board of Trustees.

Bianca Caserza — Bianca Caserza, President

Elsie G. Martin — Elsie G. Martin, Vice President

Sarah Kelechava — Sarah Kelechava, Trustee

Virginia M. Tierney — Virginia Tierney, Trustee

J Morrice — John G. Morrice, Trustee

CITY OF DALY CITY INTER-OFFICE MEMORANDUM

TO John Sullivan, City Librarian DATE Jan. 9, 1984

FROM Albert E. Polonsky, City Attorney

SUBJECT New Library Policy

I have reviewed the enclosed and find it to be satisfactory.

Albert E. Polonsky

ALBERT E. POLONSKY

AEP:rs

CITY OF DALY CITY INTER-OFFICE MEMORANDUM

TO Albert Polonsky, City Attorney

DATE January 6, 1984

FROM John Sullivan, City Librarian

SUBJECT New Library Policy

There has been some concern expressed about library records and patron registration information being put on-line in the Peninsula Library Automated Network (PLAN) computer.

The attached draft of a Privacy Policy is designed to allay any fears that, because the information is now centralized, it might be subject to mis-use.

I would appreciate any comments or suggestions you might have on this draft document.

The Library Board meets on January 17th. I would like to present the policy for their approval at that meeting.

JJS:bc
enclosure

Draft 1/84

DALY CITY PUBLIC LIBRARY

Right of Privacy Policy

In accordance with the California Government Code (§6254), library circulation records are not public records. Therefore, it is the policy of the Daly City Public Library Board of Trustees to protect the right of privacy of all individuals by not disclosing such records except to a library employee acting within the scope of his or her employment. Similarly, borrowers' registration records shall not be disclosed.

in MSP Minutes Jan 17, 1984

Adopted Mar 1, 1984 by the Daly City Library Board of Trustees.

_____ Bianca Caserza, President

_____ Elsie G. Martin, Vice President

_____ Sarah Kelechava, Trustee

_____ Virginia Tierney, Trustee

_____ John G. Morrice, Trustee

CITY OF DALY CITY
APR 12 10 42 AM '84

PUBLIC LIBRARY

CITY OF DALY CITY

40 WEMBLEY DRIVE
DALY CITY, CALIFORNIA
94015

OFFICE OF THE
LIBRARIAN

April 11, 1984

The regular meeting of the Library Board of Trustees has been postponed from April 17th to Tuesday, April 24, 1984, 7:30 p.m., City Hall Conference Room.

CITY OF DALY CITY
CITY CLERK
APR 20 10 35 AM '84

Daly City Public Library
BOARD OF TRUSTEES
April 24, 1984

Civic Center
Conference Room

AGENDA

7:30 p.m.

I. ROLL CALL

II. MINUTES

III. NEW BUSINESS

A. Introduction of New Staff

B. Statistics

C. Preliminary Budget Requests

D. Legislature Report

E. Other

IV. OLD BUSINESS

A. Strategies for Change

B. Volunteer Program

V. REPORTS

A. PLS

B. PLAN

C. Friends of the Library

D. SAB

Daly City Public Library
BOARD OF TRUSTEES
Minutes of the Regular Meeting
April 24, 1984

CITY OF DALY CITY
MAY 10 11 02 AM '84

The meeting was called to order by Vice-President Elsie Martin at 7:50 p.m.

ROLL CALL

Present: Elsie G. Martin, Vice-President; Virginia Tierney, Sarah Kelechava, John Sullivan, City Librarian; Adrienne Savetnick, Librarian II.

Excused: Bianca Caserza, John Morrice
Guests: Sue Scaduto, Cecilia Santiago, Cathleen Scalice

MINUTES

The minutes of the meeting of March 20, 1984 were corrected to read: Elsie G. Martin, Vice-President.

NEW BUSINESS

Introduction of New Staff

Mr. Sullivan introduced the new staff members to the Board. Cecilia Santiago, Librarian I, temporary and Cathleen Scalice, Librarian II, permanent.

Statistics

The Board examined the statistics report and Mr. Sullivan pointed out that the circulation statistics for March have improved and are almost par with the same period last year.

Preliminary Budget Requests

Mr. Sullivan reported on his budget requests for 1984-85 budget. He stated he requested that the Assistant City Librarian position be filled; that another permanent Librarian I position be added; and that additional monies for temporary part time people be provided.

Legislature Report

Mr. Sullivan reported that the Assembly Ways and Means Education Subcomittee is expected to make a recommendation in May to increase the funding of the Public Library Fund by $15.9 million for a total of $27.9 million. If this happens, the library could receive as much as $72,000 in State Funds.

Other

Mr. Sullivan reported the City of Daly City has applied for the U.S. Conference of Mayors' "City Livability Award". Copies of the application document were distributed.

OLD BUSINESS

Strategies for Service

The State Library's publication, "California Libraries in the 1980's: "Strategies for Service" was discussed. Trustee Sarah Kelechava, asked about efforts to publicize library service. Mr. Sullivan used National Library Week as an example of how the Peninsula Library System works cooperately to increase community awareness of libraries.

Volunteer Program

John Sullivan reported on the Volunteer Program and how the grant monies from the Peninsula Community Foundation has saved the City some $4000 by using volunteers to help with the conversion program.

REPORTS

PLS

Mr. Sullivan reported that the Peninsula Library System was administering a grant for a computer literacy program. Staff from Daly City will be trained by the People's Computer Company in Menlo Park to familiarize them on the use of computers and computer programs. The purpose of the training is to enable library staff to assist library patrons when public access computers are available in the library.

PLS - continued.

Mr. Sullivan also reported that the PLS Directors will be meeting to have a brainstorming session on what directions library services should take over the next two to five years.

PLAN

Mr. Sullivan reported that the conversion of the patron records should begin in June and that, if there are no unanticipated problems, Serramonte and Westlake libraries should be "on-line" by late September 1984.

Friends of the Library

Virginia Tierney reported on the Friends of the Library Book Fair held April 7th. She reported the Fair was a success and brought in $1100.

SAB

No report was given at this meeting.

ADJOURNMENT

The meeting was adjourned at 9:10 p.m.

The next regular meeting will be held May 15, 1984.

CITY OF DALY CITY
MAY 10 11 01 AM '84

Daly City Public Library
BOARD OF TRUSTEES
May 15, 1984

Civic Center Conference Room — AGENDA — 7:30 p.m.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

- A. Strategies for Service (continued)
- B. Other

IV. NEW BUSINESS

- A. Statistics
- B. Legislative Day
- C. Legislative Up-date
  - 1. SB 358
  - 2. AB 2568
- D. Public Library Fund Uses

V. REPORTS

- A. Friends of the Library
- B. System Advisory Board
- C. PLAN

CITY OF DALY CITY
JUN 20 10 24 AM '84

Daly City Public Library
BOARD OF TRUSTEES
Minutes of the Regular Meeting
May 15, 1984

The meeting was called to order by President Bianca Caserza at 7:40 p.m.

ROLL CALL

Present: Bianca Caserza, President; Elsie G. Martin, Vice-President; Virginia Tierney, Sarah Kelechava, John Sullivan, City Librarian; Adrienne Savetnick, Librarian II.

Excused: John Morrice

MINUTES

The minutes of the meeting of April 24, 1984 were approved as written.

OLD BUSINESS

Strategies for Service

The Board finished its examination of the California State Library publication, Strategies for Services. The Board felt the Daly City Library was in conformance with the recommendations in the document.

NEW BUSINESS

Statistics

The Board reviewed the statistics.

Legislative Day

Mr. Sullivan reported that Bianca Caserza and he would be attending Legislative Day, May 16, 1984 and make visits to elected officials, State Assemblyman Louis Papan, and State Senator John Foran.

Legislative Update

SB 358 - Mr. Sullivan reported that the Public Library Foundation Act has had $15.9 million in additional funding added by both the Senate and Assembly. If passed by both houses and approved by the Governor, Daly City's share of the $27.9 million could be around $72,000.

Legislative Update - continued

AB 2568 - This bill will extend the California Computers in Schools Program for two more years and expands the program to include Community Colleges and Public Libraries.

Public Library Fund Uses

Mr. Sullivan reported on the estimated allocations from the Library Fund and that he is planning on using Public Library Foundation Funds for 1984-85 for salaries and expanded library hours. The 1983-84 Funds received from the State Library would be used to provide micro computers for public access and provide additional staff.

REPORTS

Friends of the Library

Virginia Tierney reported on the next meeting, May 23, 1984 at 7:30 p.m. in the Serramonte Library Community Room. The guest speaker will be Neil Fahy who will be giving a slide presentation on New Zealand.

Mrs. Tierney reported the gift to the library would be $2500. She said that $600 of this amount would be for children's programs.

System Advisory Board

Biance Caserza reported a "Retreat Day" was being held in Menlo Park Friday, May 18th. The object of the meeting is to find new patrons and helping the disadvantaged, such as, services for the blind.

PLAN

Mr. Sullivan reported on the automated conversion. He has hopes of pushing the on-line date to August and starting patron information by June.

Mr. Sullivan reported that the Redwood City Public Library's City Librarian, Karl Vollmayer, is retiring and his successor will be Jane Light.

ADJOURNMENT

The meeting was adjourned at 8:50 p.m.

The next regular meeting will be held June 19, 1984.

CITY OF DALY CITY
JUN 20 10 24 AM '8

Daly City Public Library
BOARD OF TRUSTEES
June 19, 1984

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

- A. Legislative Day
- B. PLS Retreat
- C. GEAC Up-date
- D. Other

IV. NEW BUSINESS

- A. Statistics
- B. Jarvis IV.
- C. Budget 1984-85
- D. Legislative Up-date
- E. PLF Program Survey and Local Uses
- F. Other

V. REPORTS

- A. Friends of the Library
- B. System Advisory Board
- C. Other

CITY OF DALY
JUL 11 11 06 AM

Daly City Public Library
BOARD OF TRUSTEES
Minutes of the Regular Meeting
June 19, 1984

The meeting was called to order by President Bianca Caserza at 7:35 p.m.

ROLL CALL

Present: Bianca Caserza, President; Elsie G. Martin, Vice-President; Virginia Tierney, Sarah Kelechava, John Morrice, John Sullivan, City Librarian; Adrienne Savetnick, Librarian II.

Guest: Sue Scaduto

MINUTES

The minutes of the meeting of May 15, 1984 were approved as written.

OLD BUSINESS

Legislative Day

Mr. Sullivan reported that over two hundred librarians, trustees and other library supporters attended Legislative Day on May 16, 1984. John Sullivan and Bianca Caserza, representing Daly City, visited the offices of Assembleymen Papan and Naylor, as well as Senator Foran, to urge support for library funding. At the end of the day debriefing session, the group was informed that although a $15.9 million increase in Public Library Foundation Funds was being recommended, it was likely that the Governor would not approve any amount larger than the $6 million additional funding recommended in his budget.

PLS Retreat

On May 18, 1984 the directors of PLS libraries and a representative of the PLS Advisory Board met to brainstorm on library issues, present problems, future activities, and improved services and innovative library programs both on the local and state-wide level.

GEAC Up-date

PLAN Director, Lois Kershner presented a 3-hour training session to the library staff on conversion of patron files for the automated circulation system.

Patron re-registration began of June 11, 1984 at the Serramonte and Westlake libraries. Although re-registration is a relatively simple process, it has turned out to be more time-consuming than anticipated.

GEAC Up-date - continued

In July, staff will be trained on how to charge, discharge, record financial transactions and other GEAC functions.

It is now planned that the Serramonte Library will go on-line on September 5, 1984.

Other - Volunteer Coordinator

Mr. Sullivan announced that Susan Scaduto has been appointed Volunteer Coordinator to replace Caren Jenkins who has resigned to take a full-time position as Executive Director of the Brewery Arts Center in Carson City, Nevada.

NEW BUSINESS

Statistics

The Board reviewed the monthly report and noted that the circulation figures, although lower than in the past, have held steady over the last year.

Jarvis IV

A memo from City Manager, David R. Rowe, on the possible adverse impacts of the latest Jarvis initiative which has qualified for the November ballot was distributed. There was discussion of the initiative and the possibility of its being approved by the voters.

Budget 1984-85

Mr. Sullivan reported that he expected the 1984-85 requested budget would be reviewed by the City Council within the next week.

Legislative Up-date

Mr. Sullivan reported that $15.9 million augmentation to the Public Library Foundation Act has been approved by the Legislature and submitted to the Governor's Office for approval.

PLF Act

Mr. Sullivan stated that there have been different interpretation by jurisdictions throughout the State on claiming and appropriating PLF Funds. The State Librarian is working to clarify the varying interpretations.

Other - Library Signs

Trustee Morrice felt that directional signs locating the library are too small to be of help, especially to motorists. He requested that the City Librarian investigate the possibility of larger, more legible signs in more locations.

Other- Trustee Virginia Tierney

President Bianca Caserza, in behalf of all the Board Members, commended Mrs. Tierney for her many years of service on the Library Board, CALTAC, and the Friends of the Library. Mrs. Tierney has served as a Library Board Trustee since July, 1976. Although she remains a Trustee until a replacement is appointed, Mrs. Tierney's personal commitments will prevent her from attending Board meetings in the future.

REPORTS

Friends of the Library

Virginia Tierney reported that the May 23 meeting was for installation of new officers--an outgoing and incoming board meeting. Samuel Chandler was elected President for the coming year. She also reported that the "Friends" would be making field trips in the future months.

System Advisory Board

Bianca Caserza reported on the election of officers---Christine Scott will be the new President and Bianca will be the Secretary. She reported on "Retreat Day" which was held May 18th in Menlo Park. She stated that the discussions included outreach and literacy programs and Legislative Day in Sacramento. She said SAB meets from five to seven times per year and their next meeting will be a dinner-meeting in September.

Other - July Meeting

The Board voted to cancel the July 17, 1984 meeting.

ADJOURNMENT

The meeting adjourned at 8:45 p.m.

The next regular meeting will be held August 21, 1984.

CITY OF DALY CITY
JUL 11 11 05 AM '84

Daly City Public Library
BOARD OF TRUSTEES

July 10, 1984

The Library Board of Trustees meeting for July 17, 1984 has been cancelled. The next regular meeting will be held August 21, 1984.

Daly City Public Library

BOARD OF TRUSTEES

August 12, 1984

Because of the lack of a quorum, the regularly scheduled meeting of the Library Board of Trustees for August 12, 1984 was cancelled.

AUG 10 45 AM '8

Daly City Public Library

BOARD OF TRUSTEES

August 21, 1984

Civic Center
Confernece Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Directional signs
B. Jarvis IV
C. Budget 1984/85
D. GEAC up-date
E. Other

IV. NEW BUSINESS

A. Statistics
B. Public Library Foundation Act
C. American Libraries Assocation Conference 1984
D. Planning for 1984/85
E. Other

V. REPORTS

A. Friends of the Library
B. Peninsula Library System Advisory Board
C. Peninsula Library system
D. Other

SEP 17 10 53 AM '8

Daly City Public Library

BOARD OF TRUSTEES

September 18, 1984

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Directional signs
B. Jarvis IV
C. Budget 1984/85
D. GEAC up-date
E. Other

IV. NEW BUSINESS

A. Statistics
B. Public Library Foundation Act
C. American Libraries Assocation Conference 1984
D. Planning for 1984/85
E. Other

V. REPORTS

A. Friends of the Library
B. Peninsula Library System Advisory Board
C. Peninsula Library system
D. Other

Daly City Public Library
BOARD OF TRUSTEES
Minutes of the Regular Meeting
September 18, 1984

CITY OF DALY CITY
SEP 24 11 11 AM '8

The meeting was called to order by President Bianca Caserza at 7:35 p.m.

ROLL CALL
Present: Bianca Caserza, President; Elsie G. Martin, Vice-President; Sara Kelechava, John Morrice, John Sullivan, City Librarian.

MINUTES

The minutes of the June 19, 1984 meeting were approved as written.

OLD BUSINESS

Directional Sign

Mr. Sullivan reported that although no action has been taken on Mr. Morrice's suggestion that library directional signs on city streets be larger, more legible, and more informative, it has not been forgotten and action will be taken soon.

Jarvis IV

Mr. Sullivan reported that the California Library Association was one of the organizations in a coalition group called Californians Against Proposition 36, formed to defeat the latest Jarvis amendment. Copies of the July 1984 Cal-Tax Research Bulletin were distributed to the Trustees.

Budget

Mr. Sullivan reviewed the 1984/85 budget. He pointed out that funds for on-going automated circulation operation had inadvertently been omitted, and that monies from salary savings and library materials allotment would be used to cover this oversight.

GEAC Up-date

The GEAC automated system has been in operation at the Serramonte Library for a two week period and has been functioning well. It is expected that the Westlake Library will go on-line in mid-November and the other branches would follow by mid-1985.

NEW BUSINESS

Statistics

Monthly statistics for June and July 1985 were distributed. Statistics for August will be distributed at the October meeting.

Public Library Foundation Act

SB 555 has been signed into law. This bill changes the PLF certification date from August 31 to October 31 and provides fund disbursement to be made in a single payment instead of the three payment procedure which has been in effect.

California Library Association

CLA will meet in Los Angeles from Dec 1-5. Trustees planning to attend should inform the City Librarian.

Planning for 1984/85

Purchase orders for two Apple IIE and one IBM-PC microcomputers are in process, but delivery dates are not set.

Some of the plans, proposals and suggested activities for the coming year are:

1. An Adult Literacy Project. This project will be a cooperative one shared with Daly City, South San Francisco and San Bruno. The purpose of the project is to provide one-to-one tutoring for the estimated 20% of the adult population that can not read at a functional level. Funding for the project will come from a California State Library grant.

2. Adult Microcomputer Literacy Program which will provide basic training on microcomputer operations for adults who ordinarily do not have access to computers through school, work, or ownership.

3. Filling the Assistant City Librarian position. An oral board review has been scheduled for September 17, 1984. The appointment will not be made until after the November election.

4. Filling Library Assistant III positions. The two positions will be filled as soon as a certification list has been promulgated.

5. Expanding hours of service at the Serramonte library from its current schedule of 39 hours per week to 45 or 55 hours per week. This is tentatively scheduled for early 1985.

6. Continuing to explore the possibility of combining the cultural activities groups of the city under one umbrella organization.

7. Evaluation of branch services at Bayshore and John D. Daly libraries to determine how services can be effectively and economically provided.

The Board expressed general support of the proposals with enthusiastic support for the Adult Literacy Project and expanding service hours at Serramonte Branch.

REPORTS

Friends of the Library

Friends of the Library will have their first Book Review Program of 1984/85 on Thursday, September 27th at the Serramonte Library. Samuel Chandler will review the work of Lawrence Clark Powell. This will be the 25th year that Mr. Chandler has opened the Friends Book Review Series.

Peninsula Library System Advisory Board

The PLSAB has rescheduled its annual dinner meeting from September 21 to October 11, 1984. President Caserza informed the Board that Leo Krillof, Burlingame's representative on the SAB had died in August 1984.

Peninsula Library System/Peninsula Library Automated Network

PLS/PLAN are now combining their monthly meetings. Studies are now underway on how best to merge these separate but closely related organizations into a single operating unit.

Other

Mr. Sullivan announced that Lois Kershner, PLAN Director has added to the library users population with the delivery of her son Thaddeus, who weighed in at 7lbs, 6ozs. on Friday, September 14, 1984 at 4:30 p.m.

ADJOURNMENT

The meeting adjourned at 9:10 p.m.

The next regular meeting will be held on October 23, 1984.

Daly City Public Library

BOARD OF TRUSTEES

October 16, 1984

CITY OF DALY CITY
OCT 12 10 17 AM '84

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Adult Microcomputer Project
B. Staff vacancies
C. California Library Association Conference
D. Staff Appreciation Day
E. Patron Appreciation Day

IV. NEW BUSINESS

A. Statistics
B. Adult Literacy Workshop Report
C. Library Programs
D. Other

V. REPORTS

A. Friends of the Library
B. Peninsula Library System
C. Peninsula Library System Advisory Board
D. Peninsula Library Automated Network

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting

October 16, 1984

The meeting was called to order by President Bianca Caserza at 7:40 p.m.

DALY CITY
OCT 30 8 35 AM '84

ROLL CALL

Present: Bianca Caserza, President; Elsie Martin, Vice President; Sarah Kelechava, John Morrice, John Sullivan, City Librarian.

MINUTES

The minutes of the September 18, 1984 meeting were corrected to read; The next regular meeting will be held on October 16, 1984.

OLD BUSINESS

Adult Microcomputer Project

Mr. Sullivan announced that vendors for the Apple IIe and IBM-PC microcomputers have been selected and that equipment should be installed within 4 to 6 weeks.

Staff Vacancies

The written examination for Library Assistant III was given on September 25, 1984. A typing test is scheduled for October 23, 1984 and an oral interview scheduled for October 30, 1984.

An oral examination for the Assistant City Librarian position was held on September 27th and an employment list promulgated on October 11, 1984. Appointment to the Assistant City Librarian position will probably not be made until after November 6, 1984.

California Library Association Conference

Trustee Kelechava expressed interest in attending the conference which is scheduled for December 1 - 5. She will inform the Library Business Office when her decision is made. None of the other trustees will be able to attend.

Staff Appreciation Day

The Board appointed inself as a committee-of-the-whole to plan its second annual Staff Appreciation Day. A coffee hour is scheduled for November 13, 1984.

Patron Appreciation Day

Mr. Sullivan received Board approval to provide refreshments to the public

from time to time as an expression of its appreciation of the Library's patrons.

NEW BUSINESS

Statistics

The monthly statistical report was not distributed. Mr. Sullivan explained that until all the branches are using the automated circulation system it will be difficult to report branch statistics in a meaningful way.

Adult Literacy Workshop Report

President Caserza reported that Reading: A Window to the World, a workshop on adult literacy projects was one of the most productive workshops she has ever attended. Mrs. Caserza is looking forward to working with the North San Mateo Literacy Project which will begin in January 1985.

Library Programs

Mr. Sullivan announced that, in addition to the Friends of the Library Book Review programs, the Library will be presenting evening programs of community interest.

Other

Trustee Morrice asked if there was any information on what specific actions will be taken by the City if Proposition 36 passes. Mr. Sullivan had no additional information to the City Manager's memo of May 31, 1984.

REPORTS

Friends of the Library

Trustee Martin reported that the October 6th Book Fair was very effectively organized. Approximately $700 was realized.

Peninsula Library System

Mr. Sullivan distributed the list of activities and desired time of completion that resulted from the PLS retreat meeting in May 1984.

PLS Advisory Board

President Caserza reported that the dinner meeting of October 11, 1984 at

the Villa Chartier was very positive and that the coming year would be a busy one.

Peninsula Library Automated Network

Mr. Sullivan reported that the GEAC terminals have been installed at the Bayshore and John D. Daly Libraries.

ADJOURNMENT

The meeting was adjourned at 9:30 p.m.

The next regular meeting will be held on December 18, 1984.

PUBLIC LIBRARY

CITY OF DALY CITY

40 WEMBLEY DRIVE
DALY CITY, CALIFORNIA
94015

OFFICE OF THE
LIBRARIAN

CITY OF DALY CITY
OCT 26 10 35 AM '84

October 25, 1984

The Library Board of Trustees meeting scheduled for November 20, 1984 has been cancelled because of the lack of a quorum.

The next regular meeting of the Library Board of Trustees is scheduled for December 18, 1984.

Daly City Public Library

BOARD OF TRUSTEES

December 18, 1984

CITY OF DALY CITY
DEC 13 9 10 AM '84

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. California Literacy Campaign
B. Adult Microcomputer Literacy Project
C. Other.

IV. NEW BUSINESS

A. Introduction of newly appointed Assistant City Librarian
B. Let's Talk About It
C. Other

V. REPORTS

A. California Library Association Conference
B. Friend of the Library
C. Peninsula Library System
D. PLS System Advisory Board
E. Peninsula Library Automated Network

CITY OF DALY CITY
CITY CLERK
JAN 11 2 30 AM '85

Daly City Public Library
BOARD OF TRUSTEES
Minutes of the Regular Meeting
December 18, 1984

The meeting was called to order by President Bianca Caserza at 7:45 p.m.

ROLL CALL
Present: Bianca Caserza, Chairperson; Sarah Kelechava, Elise Martin
Excused: John Morrice
Guest: Linda Saltzer, Assistant City Librarian

MINUTES
The minutes of the October 16, 1984 meeting were approved as submitted.

OLD BUSINESS

California Literacy Campaign

Mr. Sullivan reported that the Councils of South San Francisco and Daly City had approved of their libraries joint participation in the California Literacy Campaign. The City Council of San Bruno voted not to participate.

Mr. Sullivan announced the California State Library had approved the jointly submitted request for Literacy funding with appropriate reductions in the amounts requested since San Bruno will not be participating.

A meeting will be scheduled in early January to begin recruiting personnel and organizing the program.

Adult Microcomputer Literacy Project

The PLS Microcomputer Committee is studying methods that will permit PLS libraries to most effectively present the planned computer literacy classes. Team teaching and regional cooperative teaching are being considered. The Daly City Library now has two Apple IIe's that will be used in the project. It is expected that the final planning and scheduling of classes will be done by March 1985.

Other

There were no other subjects discussed.

NEW BUSINESS

Introduction of Assistant City Librarian

Mr. Sullivan introduced the newly appointed Assistant City Librarian Linda Saltzer to the Board.

Let's Talk About It

"Let's Talk about it" has been created to promote the development of reading and discussion groups in public libraries. The program is funded by the National Endowment for the Humanities and sponsored by the American Library Association. California has applied for a subgrant and hopes to be one of the states selected to participate.

Other

Bianca Caserza asked if the Library's policy on closing the Saturdays of holiday weekends had been effected by labor negotiations. Mr. Sullivan stated that this policy was a Library Board policy and the Board had the authority to alter or amend it when and if the Board felt conditions warranted any change.

REPORTS

California Library Association Conference 1984

Sara Kelechava and John Sullivan gave brief resumes of the meetings they attended and of the conference in general. They agreed that the 1984 conference had a positive, forward-looking attitude and that for the first time in several years California libraries were looking forward to implementing new programs and services instead of coping with budget and staff cuts. The California Literacy Campaign, and the utilization of electronic technology were major themes of the conference.

Friends of the Library

Elsie G. Martin reported on the December meeting, "Books for Holiday Giving". Mr. Sullivan will be attending the next Board of Directors meeting to propose a Friends' sponsored art exhibit of original illustrations for children's books from the Gladys English Collection. This would be a major program and would probably be done in cooperation with other groups such as the North San Mateo Center and the Visual Artists Guild.

Peninsula Library System

The second meeting of all the libraries of San Mateo County was held on December 6th at the South San Francisco Library. Mr. Sullivan was appointed to a seven member committee which will work on formalizing a county-wide network of public, school, college, and special libraries to provide for inter-library cooperation and resource sharing.

PLS Advisory Board

Bianca Caserza reported on the SAB meeting of November 17, 1984 at the

San Bruno Library. The SAB will be actively involved in the Literacy Campaign and "Let's Talk About It" programs. A day-long retreat is being planned for SAB members.

Peninsula Library Automated Network

Mr. Sullivan reported Nancy Crljenko will be leaving her position at PLAN to oversee the GEAC circulation system in Pasadena. A replacement has been hired and will be starting soon.

Because of the installations of an up-graded software program in November the implementation of the circulation system at the Westlake Library has been re-scheduled to January 30, 1985.

The meeting was adjourned at 8:45 p.m.

The next scheduled meeting will be January 15, 1985.

1985

Notes

CITY OF DALY CITY
CITY CLERK
10:50
JAN 14 2 30 AM '85

Daly City Public Library

BOARD OF TRUSTEES

January 15, 1985

Civic Center
Conference Room

AGENDA

7:30 P. M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Literacy Campaign
B. Computer Literacy
C. Other

IV. NEW BUSINESS

A. Salary Adjustments
B. Mid-year Budget Report
C. Commission Appointments
D. Other

V. REPORTS

A. Friends of the Library
B. Peninsula Library System
C. Peninsula Library Automated Network
D. System Advisory Board

CITY OF DALY CITY
CITY CLERK
FEB 15 11 02 AM '85

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
January 15, 1985

The meeting was called to order by President Bianca Caserza at 7:40 p.m.

ROLL CALL

Present: Bianca Caserza, President; Elsie G. Martin, Sarah Kelechava, John Morrice, John Sullivan, City Librarian: Linda Saltzer, Assistant City Librarian.

MINUTES

The minutes of the December 18, 1984 meeting were amended as follows: Under Roll Call - Elise Martin was corrected to read Elsie Martin and John Sullivan, City Librarian was added.

OLD BUSINESS

California Literacy Campaign

Mr. Sullivan announced that a job announcement for a Literacy Project Coordinator had been published. Application would be accepted through January 22nd and interviews would be given on January 25th. Copies were distributed to Trustees who requested them.

A two day workshop, "Public Libraries and Literacy; a New Role to Play", is scheduled for Library Directors and Project Coordinators participating in the California Literacy Campaign. President Caserza has agreed to represent Daly City in place of Mr. Sullivan, who will be unable to attend.

Mr. Sullivan will be attending a seminar with Paulo Freire, a noted Brazilian pedagogue, who will discuss his work in literacy in Brazil. This seminar is scheduled on February 5, 1985.

On February 7 & 8, 1985 Martha Lane of Lutheran Church Women will be in California and available to Literacy projects for specific consulting.

"Getting Meaning From Print", an overview of the literacy methods and issues being developed by the California Literacy Campaign, will be presented on February 28th at the Richmond Public Library.

Computer Literacy

Linda Saltzer, Assistant City Librarian, reported that Computer Comfort classes would be given in cooperation with South San Francisco and San Bruno libraries. The three libraries will share staff and equipment, and coordinate the class schedule. Publicity will also be a shared effort. Classes will begin in February.

Other

There were no other items discussed under Old Business.

NEW BUSINESS

Salary Adjustment

Mr. Sullivan reported that most of the salary negotiations with City staff have been completed, and that for most classifications a 30 month contract with a 7% cost-of-living increase for the first 12 months, 6% increase for the second 12 months, and a 6% increase for the last 6 month period had been approved.

Mid-year Budget Report

The mid-year budget analysis prepared by the Finance Director indicates that estimated revenues will be sufficient to cover estimated expenses and recommends that interim budgets adopted due to the uncertainty of Proposition 36 now be formally approved.

Commission Appointments

Recruitment to fill vacancies on the Library Board of Trustees has been re-opened in order to solicit a larger group of applicants for consideration.

Other

Mr. Sullivan announced the Governor's budget released on January 10th proposed an increase of$3.3 million in the Public Library Foundation program and an increase of nearly $1 million in funding for the California Literacy Campaign.

REPORTS

Friends of the Library

Elsie Martin reported that the membership meeting of the Friends of the Library is scheduled for Wednesday, January 23rd. In addition to a special salute to the Friends on their 28th anniversary, the program would feature dramatic readings by Gateway Productions.

Peninsula Library System

Preliminary work on the proposed merger of PLS and PLAN has begun. It is anticipated that the two organizations will be merged under a new Joint Powers Agreement by July 1, 1985.

Mr. Sullivan has been appointed Chair of a steering committee responsible for planning the formal organization of a multi-type library cooperative in San Mateo County.

Peninsula Libraries Automated Network

Although there have been some unexpected delays in the training schedule for Westlake Library staff, it is expected that this library will be on-line with its circulation system by January 30, 1985.

System Advisory Board

The next meeting of the SAB is scheduled for Thursday, January 17th at the Millbrae Library.

The meeting was adjourned at 8:40 p.m. The next regular meeting is scheduled for February 19, 1985.

CITY OF DALY CITY
CITY CLERK
MAR 18 1 40 PM '85

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
February 19, 1985

The meeting was called to order by President Bianca Caserza at 7:35 pm.

ROLL CALL

Present: Bianca Caserza, President; Sara Kelechava, Diane Leonetti, Rolito Recio, John Sullivan, City Librarian.

Excused: John Morrice

MINUTES

The minutes of the January 15, 1985 meeting were approved as submitted.

APPROVAL OF AGENDA

The introduction and induction of newly appointed trustees was added to the agenda under New Business.

NEW BUSINESS

Introduction and Induction of New Trustees

The oath of office was administered to Diane Leonetti and Rolito Recio by City Clerk Betty Mazza.

The trustees each introduced themselves and gave some brief pertinent biographical background.

1985 Community Services Conference

Mr. Sullivan reported that the Community Services section of the League of California Cities will sponsor a two day workshop, April 25 and 26, in San Jose on "Managing Community Services". Libraries, which had not previously been represented in League activities, were added to the Community Services group in 1984. This group includes parks and recreation, arts, human services, as well as library programs.

State Legislation

The Governer's 1984/85 proposed budget includes an additional $3,250,000 to the Public Library Fund. Based on last year's figure the Library's share would be approximately $45,000. The amount of $3,747,000 has been proposed for the California Literacy Campaign.

Universal Borrowing

The Palo Alto Public Library has agreed to participate in Universal Borrowing. Effective January 1985 anyone with a valid library card from any California Public Library may borrow materials from the Palo Alto Public Library. A list of libraries participating in Universal Borrowing will be distributed at the next regularly scheduled meeting.

OLD BUSINESS

California Literacy Campaign

Mr. Sullivan will be attending a one-day workshop on videoconferencing in preparation for a nation-wide videoconference entitled "Illiterate America; a Dialogue with Jonathan Kozol." Gary Strong, State Librarian will be interviewing Mr. Kozol on the problem of illiteracy. Attendees at various sites around the country will be able to call in with questions or comments.

Computer Literacy

The first series of Computer Comfort classes will take place on March 5, March 18, and April 13. Training will be on Apple IIe computers.

Budget

The budget process for FY 1985/86 will begin with the distribution of instruction manuals and worksheets in mid-March. Mr. Sullivan will be seeking input and guidance from the trustees.

REPORTS

Friends of the Library

Mr. Sullivan announced that Mitch Postell of the San Mateo County Historical Society would be reviewing "From Frontier to Suburb" by Alan Hynding. The Friend's Children's Committee will present a special children's program on March 9, 1985 featuring Chuck Ashton, Children's Librarian at the San Bruno Public Library.

Peninsula Library System

PLS continues its efforts to establish a multi-type library network in San Mateo County. Mr. Sullivan has been appointed chairman of the steering committee to establish what is being called PLUSNET, a cooperative network of school, college and university, private and public libraries.

Peninsula Libraries Automated Network

The San Mateo Public Library will go on-line in mid-March. The Burlingame Public Library will go on-line at the end of March. In April, with the exception of some small branches, all the libraries in PLS will be using the automated circulation system.

System Advisory Board

President Caserza reported that the next meeting of the SAB is scheduled for March 21st at the Schaberg Library in Redwood City. A PLS/SAB joint meeting on the Literacy Program will be held in mid-April at the San Mateo Public Library.

The meeting was adjourned at 8:50 p.m. The next regularly scheduled meeting will be March 19, 1985.

ITY OF DALY CITY
CITY CLERK
FEB 15 11 02 AM '85

Daly City Public Library

BOARD OF TRUSTEES

February 19, 1985

Civic Center
Conference Room

AGENDA

7:30 P. M.

I. ROLL CALL

II. MINUTES

III. APPROVAL OF THE AGENDA

IV. NEW BUSINESS

A. 1985 Community Services Conference
B. State Legislation
C. Universal borrowing.

V. OLD BUSINESS

A. California Literacy Campaign
B. Computer Literacy Project
C. Budget

VI. REPORTS

A. Friends of the Library
B. Peninsula Library System
C. Peninsula Library Automated Network
D. System Advisory Board

Daly City Public Library

BOARD OF TRUSTEES

March 19, 1985

CITY OF DALY CITY
CITY CLERK
MAR 18 1 39 PM '85

Civic Center

AGENDA

7:30 P. M.

I. ROLL CALL

II. ADOPTION OF THE AGENDA

III. MINUTES

IV. STATISTICS

V. NEW BUSINESS

A. Introduction of Recording Secretary
B. Revision of Meeting Room Policy
C. Orientation material for new trustees

VI. OLD BUSINESS

A. California Literacy Campaign
B. Computer Literacy
C. 1985/86 Budget

VII. REPORTS

A. Friends of the Library
B. Peninsula Library System
C. Peninsula Libraries Automated Network
D. System Advisory Board

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
March 19, 1985

CITY OF DALY CITY
CITY CLERK
APR 12 10 58 AM '85

The meeting was called to order by President Bianca Caserza at 7:30 p.m.

ROLL CALL

Present: Bianca Caserza, President; Rolito Recio; Diane Leonetti; Sara Kelechava; John Sullivan, City Librarian; John Morrice.

ADOPTION OF AGENDA

Other section added with items: 75th Anniversary, Employee Awards and Polaroid.

MINUTES

The minutes of the February 19, 1985 meeting were approved as submitted.

STATISTICS

Monthly statistics from August 1984 to January 1985 were distributed. Because Serramonte was on-line and the other libraries were not and because the complex GEAC statistical reports do not match local reporting forms, there was a delay in compiling the statistics. The problem should be solved when all libraries are on-line. The circulation statistics have dropped since last year. This may be attributed to the library short hours of public service which results in patrons using other San Mateo Libraries.

NEW BUSINESS

Introduction of Secretary

New recording secretary Lorraine Mc Clay was introduced to the Board.

Revision of Meeting Room Policy

A proposed revision to meeting room policy was distributed. Mr. Sullivan reported increasing use of the room required more specific criteria than the current policy provides. Board memebers were asked to study the revisions and bring suggestions for change to the next meeting.

Orientation Material for New Trustees

Trustees Handbooks were provided for new board members as well as update pages for other trustees.

OLD BUSINESS

California Literacy Campaign

Chairperson Caserza stated the North County Literacy Campaign is now processing prospective students and tutors. The first meeting for orientation of

of tutors will be March 27th from 7-9 p.m. at West Orange Library. At this meeting Leslie Shelton, Coordinator and Joan Sheldon, Reading Specialist will speak. A fact sheet called "Project Read" was given to Board members as well as an invitation for them to attend the meeting and help in any way possible to publicize the program.
The Project Read Committee is now interviewing for a Program Assistant.
A videoconference, "Illiterate America; a Dialogue with Jonathan Kozol" will take place on March 21, 1985. Mr. Sullivan will act as co-covenor at KQED-TV with Olive Gamble of the San Francisco Public Library's Project Read.

Computer Literacy

Two Computer Comfort classes have been held to date at the Serramonte Library. Interest is high and attendance is good. Because of this it is possible that another series of classes will be scheduled.

Budget FY 85/86

Mr. Sullivan reported the budget preparation materials have arrived. Departments are being asked to budget according to what it will cost to continue current programs. Any additions to staff or programs will be submitted as supplemental requests. Mr. Sullivan felt that increased hours of service should be the Library's major objective in 1985/86. This could be accomplished by using Public Library Foundation funds for additional part-time staff.

REPORTS

Friends of the Library

The next book review will feature Library Chuck Ashton speaking on Children's Literature at Westlake Library on March 28th at 10 a.m. Mr. Ashton also did a puppet show recently at Westlake Branch which was enthusiastically received.

Peninsula Library System

Mr. Sullivan will be attending a PLUSNET meeting on Thursday. PLS is playing a large role in the California Conference on Networking. A booklet called "Alliance for Excellence" was shown to the Board. This booklet outlines ideas in sharing resources between schools, libraries and other community organizations.

Peninsula Libraries Automated Network

An amended Joint Powers Agreement that will merge PLS and PLAN is still being formulated. City Attorney Al Polonsky will act as lead attorney in writing the new J.P.A. The consolidation of the two entiries should take place by the end of this fiscal year.

System Advisory Board

Chairperson Caserza announced the regular meeting of SAB will be Thursday, March 21st at Redwood City Library. On April 18th at San Mateo Library a panel program will be held entitled "Adult Literacy Project in San Mateo County Libraries." Speakers will include Joan Sheldon- Reading Specialist, Leslie Shelton - Coordinator and Library Eric Lyden who will discuss Literacy in Jails.

OTHER

75th Anniversary

The Library Department along with the City Clerk's Office, has been selected by the City Council to help coordinate the 75th Anniversary celebration. Mr. Sullivan will be helping to plan an agenda for a meeting April 10th which will be attended by many civic organizations. Board members were invited to suggest agenda items for this meeting. Mr. Sullivan would like to see a second edition of Sam Chandler's "Gateway to the Peninsula" authorized for publication by the City Council. Another agenda item may be to establish the post of City Historian. John Morrice spoke in favor of an exhibit of old photographs of Daly City from the Library's Historical Collection. A brochure from Daly City's 50th Anniversary was examined as a possible prototype for a new 75th Anniversary model.

Employee Awards Dinner

Five library staff members will receive awards at this year's Dinner. Board members expressed congratulations and also hope to attend this event.

Polaroid

Mr. Sullivan demonstrated the new Polaroid camera, one of a dozen received from Polaroid's "Check This Out" program. Publicity materials, bookmarks etc. were also received as part of the package. These cameras will be prepared for circulation soon. It is possible the library may decide to provide film packs for sale for the convenience of patrons checking out the cameras.

The meeting was adjourned at 9:00 p.m. The next regularly scheduled meeting will be hald April 16, 1985 at 7:30 p.m.

Daly City Public Library

BOARD OF TRUSTEES

April 16, 1985

CITY OF DALY CITY
CITY CLERK
APR 12 10 58 AM '85

Civic Center

AGENDA

7:30 p.m.

I. ROLL CALL

II. ADOPTION OF THE AGENDA

III. MINUTES

IV. STATISTICS

V. NEW BUSINESS

A. Legislative Day

VI. OLD BUSINESS

A. Revision of Meeting Room Policy

B. 1985/86 Budget

VII. REPORTS

A. Literacy Project

B. Peninsula Library System

C. Peninsula Libraries Automated Network

D. System Advisory Board

Daly City Public Library

BOARD OF TRUSTEES

Regular Meeting 4/16/85

CITY OF DALY CITY
CITY CLERK
JUN 14 10 52 AM '85

ROLL CALL: Present - Dianne Leonetti; Sarah Kelechava; Linda Saltzer, Asst. City Librarian

Excused: John Morrice; Bianca Caserza; Rolito Recio

Due to lack of a quorum all agenda items will be held until next regular meeting on June 18, 1985.

Informal discussion was held regarding the libraries Check it Out Program, a letter from Lantos which reproduced his speech to the House during National Library Week, and how to create a mechanism for phoning Board members of last minute changes in attendance.

CITY OF DALY CITY
CITY CLERK
MAY 15 10 44 AM '85

Daly City Public Library

BOARD OF TRUSTEES

Minutes of the Regular Meeting
April 16, 1985

The meeting was called to order by President Bianca Caserza at 7:30p.m.

ROLL CALL
Present: Bianca Caserza, President; Dianne Leonetti; Rolito Recio; Sarah Kelechava; John Morrice; John Sullivan, City Librarian.

ADOPTION OF AGENDA
Additions: Under NEW BUSINESS - Other and under REPORTS - Friends of the Library.

MINUTES: The minutes of the March 19, 1985 meeting were approved as submitted with correction of spelling of Dianne Leonetti's name.

STATISTICS:

Circulation statistics for February and March 1985 were distributed. Dianne Leonetti asked John Sullivan for clarification of the Non-Books item and Rolito Recio asked for general information on what the statistics reflect. Mr. Sullivan explained the statistics are quantitative only and do not give an accurate picture of the variety and intensity of all library services.

NEW BUSINESS

Legislative Day

Legislative Day will be May 15th at the State Capitol in Sacramento. This is a CLA sponsored event which has been very effective in making libraries and their needs visible to state legislators. Jeanne Goodrich of South San Francisco Library and John Sullivan are co-representatives in contacting Senator Foran and Assemblyman Papan for meetings on this day. All Board members are urged to attend and may contact Mr. Sullivan for transportation arrangements.

Other - CALTAC Workshop

President Caserza invited all trustees to attend the CALTAC workshop at Oakland Public Library on May 18th, 9:30 to 3:30. Gary Strong, State Librarian, will be there to speak. The agenda includes such topics as Library Financing, Public Relations and Computers in Libraries.

Book Donation

Recently Mr. Sullivan and Bianca Caserza were presented with gift copies of local author Tony Santa Elena's new book "A Certain Woman and Other Stories" for Daly City's libraries. Making the presentation were Mrs. Corazon Doyle and her father Senor Esteva of Esteva and Company. Photographs of the presentation were taken by Mr. Esteva for his newspaper.

National Library Week

City Librarian John Sullivan told the Board that Daly City Libraries are currently doing a poster promotional to celebrate the National Library Week Theme "A Nation of Readers." This week will end with a special puppet show for children.

Resignation of Children's Librarian

John Sullivan has received Don Whitton's resignation as Children's Librarian. Mr. Whitton will be going to work at San Francisco Public Library at the Richmond Branch. Recruitment for a new librarian to take his place will begin shortly.

Student Government Program

Daly City's annual Student Government Program began this week and will culminate in a Student City Council meeting on April 29th. STudent Alex Low from Westmoor High is the City Librarian for this Program. Mr. Sullivan reported that Alex Low is highly motivated and his suggestions for library service are thoughtful and provocative.

California State Library Newsletter

Mr. Sullivan pointed out two articles in the Newsletter for Board members to read. One is in regard to the Federal Budget Committee recommending the elimination of free mail for the blind and the other is an article on Jonathon Kozol's book "Illiterate America."

OLD BUSINESS

Revision of Meeting Room Policy

Proposed revisions were discussed with heavy use of the room given as the need for a new and expanded policy. John Morrice wanted to know if the cleanup clause had caused any problem in the past. Mr. Sullivan assured the Board that the new policy was the same as the old in intent and content but had been expanded to make the policy more specific for staff and users. John Morrice moved that the revisions be adopted and Dianne Leonetti seconded the motion.

1985/86 Budget

The Library Department budget was submitted this week with review and recommendations to be accomplished on April 17th. Mr. Sullivan explained that we had overspent both our Materials and Salary budget this year to provide minimum service. Therefore, next years' budget has requests for increases in both areas. Two Librarian I positions have been requested to serve at Bayshore and John Daly Branch at least part time. All budget materials will be presented at the next regular meeting.

REPORTS

Literacy Project

President Caserza reported that the Literacy Project is going very well. Fifteen students and tutors have been matched up to date to begin instruction and learning. A second group of tutors will be trained soon. The Program Room at South San Francisco Library has been well arranged by Leslie Shelton and Lisa De Jesus. Board members are invited to drop in and see it any time. John Sullivan pointed out that press and publicity have been excellent. On April 17th Bianca will be participating in Community Awareness Week at Skyline Plaza Shopping Center to help publicize the Literacy Project.

PLS and PLAN

All Peninsula Library System libraries are now on-line with the exception of a few smaller branches.

The PLS-PLAN Merger Committee is reviewing documents written by City Attorney Polonsky to implement the merger.

System Advisory Board

Bianca Caserza invited Board members to attend the next SAB meeting on Thursday, April 25th at the San Mateo Public Library at 7:30 p.m. At the last meeting of SAB the South Bay SAB gave an impressive program of their activities for children using grant funds.

Friends of the Library

City Librarian John Sullivan reported the program featuring Chuck Ashton, Children's Librarian speaking on Children's Literature was heavily attended and very well received.

The meeting was adjourned at 9:00 p.m. The next regularly scheduled meeting will be held On May 21,1985 at 7:30 p.m.

CITY OF DALY CITY
CITY CLERK
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Daly City Public Library

BOARD OF TRUSTEES

May 21, 1985

Civic Center AGENDA 7:30 p.m.

I. ROLL CALL

II. MINUTES

III. STATISTICS

IV. NEW BUSINESS

A. Library Goals & Objectives 1985/86
B. Check It Out!
C. Video-cassettes
D. Books on Tape

V. CORRESPONDENCE

A. Letter from Representative Lantos

VI. REPORTS

A. Legislative Day
B. Friends of the Library
C. PLS/PLAN
D. North San Mateo Literacy Project

CITY OF DALY CITY
CITY CLERK
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DALY CITY PUBLIC LIBRARY

BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING

JUNE 18, 1985

THE MEETING WAS CALLED TO ORDER AT 7:45 P.M. BY PRESIDENT BIANCA CASERZA.

ROLL CALL: PRESENT: BIANCA CASERZA; SARAH KELECHAVA; JOHN SULLIVAN, CITY LIBRARIAN.
EXCUSED: JOHN MORRICE; DIANNE LEONETTI.
ABSENT: ROLITO RECTO
GUEST: LESLIE SHELTON, LITERACY PROJECT COORDINATOR.

MINUTES: DUE TO LACK OF A QUORUM MINUTES WERE NOT REVIEWED. FOLLOWING IS A RECORD OF INFORMAL MEETING DISCUSSION.

CHANGE OF AGENDA: AGENDA WAS CHANGED TO PROCEDE IN REVERSE ORDER SO THAT GUEST LESLIE SHELTON COULD MAKE HER PRESENTATION FIRST.

REPORTS

NORTH SAN MATEO LITERACY PROJECT

LESLIE SHELTON, COORDINATOR OF THE NORTH SAN MATEO LITERACY PROJECT PRESENTED AN UPDATE REPORT. THE PROGRAM IS GOING VERY WELL WITH 32 PAIRS OF TUTOR-STUDENTS MATCHED. A MAJOR EFFORT IS UNDERWAY TO FIND MORE MEETING SPACES IN THE NORTH COUNTY TO ACCOMMODATE THE NEXT BATCH OF TUTORS AND STUDENTS SINCE ANOTHER TRAINING SESSION IS SCHEDULED FOR JULY. SPACES SHOULD MEET PRIVACY NEEDS OF STUDENTS AS WELL AS SCHEDULING NEEDS. AMONG SPACES SUGGESTED BY BOARD MEMBERS AS POSSBILITIES TO BE EXPLORED ARE SETON MEDICAL CENTER, LOCAL CHURCHES, CONVALESCENT HOMES AND RETIREMENT FACILITIES, DOELGER CENTER HISTORY GUILD ROOM AND NORTH COUNTY CENTER FOR THE ARTS. SARAH KELECHAVA WILL BE CHECKING WITH SETON MEDICAL CENTER REGARDING SPACE AND BIANCA CASERZA WILL BE CANVASSING SOME OF THE OTHER LOCALES. THIS EFFORT WILL COINCIDE WITH A MASS MAILING TO LOCAL CHURCHES REGARDING THE PROGRAM.

SERRAMONTE LIBRARY COMMUNITY ROOM MAY BE SCHEDULED AS A LAB ROOM IN THE FUTURE IF EVENING HOURS ARE AVAILABLE.

THE FIRST 6 MONTH FUNDING CYCLE FOR THE LITERACY PROJECT IS ENDING IN JUNE. FUNDS FOR NEXT FISCAL YEAR ARE EXPECTED

AFTER THE STATE BUDGET IS COMPLETED. NORTH COUNTY PROJECT HAS REQUESTED $117,400 FOR BOOKS AND MATERIALS FOR THE NEXT PHASE OF THEIR WORK. STAFF WILL NOT BE INCREASED, HOWEVER.

MS. SHELTON WAS COMPLIMENTED BY BOARD MEMBERS ON THE SUCCESS OF THE PROGRAM TO DATE.

FUTURE EVENTS INCLUDE A PICNIC IN JULY FOR TUTORS, STUDENTS AND GUESTS. FLYERS ABOUT THE PROGRAM WERE PROVIDED BY LESLIE TO BE MADE AVAILABLE IN LIBRARIES.

PLS-PLAN

MR. SULLIVAN REPORTED THAT THE WORK ON THE AMENDED JOING POWERS AGREEMENT THAT MERGES THE PENINSULA LIBRARIES AUTOMATED NETWORK AND THE PENINSULA LIBRARY SYSTEM IS IN THE PROCESS OF APPROVAL BY THE EIGHT JURISDICTIONS INVOLVED. SPECIAL APPRECIATION WAS EXPRESSED FOR THE PATIENCE AND CO-OPERATION OF CITY ATTORNEY ALBERT POLONSKY AND HIS STAFF IN THIS EFFORT.

FRIENDS OF THE LIBRARY

THE LAST ANNUAL MEETING OF THE FRIENDS OF THE LIBRARY WAS HELD ON MAY 22, 1985. AT THIS EVENT THEIR ANNUAL GIFT TO THE LIBRARY OF $2,000 WAS PRESENTED TO LINDA SALTZER, ASSISTANT CITY LIBRARIAN. $300 OF THIS MONEY IS EARMARKED FOR YOUNG ADULT MATERIALS.

ON JUNE 13TH THE FRIENDS OF THE LIBRARY HELD THEIR INCOMING/ OUTGOING BOARD MEETING AT SERRAMONTE LIBRARY. NEW BOARD MEMBERS INDUCTED WERE:

PRES. RULON S. SCOVILLE	DIRECTORS
VICE PRES. ELSIE MARTIN	ALFRED ABRAHAMSON - 2 YRS
CORRES. SEC. ROSEMARY LUND	JOHN PALMER - 2 YRS
REC. SEC. LOENE ROSSINA	MARY SHORT - 1 YR
TREAS. - HELEN ROBINSON	CHRISTINA MOSES - 1 YR
PARLIMENTARIAN - SAMUEL CHANDLER	

A POST MEETING POT LUCK LUNCH WAS ENJOYED BY ALL.

LEGISLATIVE DAY

JOHN SULLIVAN AND BIANCA CASERZA AGREED THAT LEGISLATIVE DAY IN SACRAMENTO WAS VERY WORTHWHILE. VISITS WERE MADE TO LEGISLATORS INCLUDING ASSEMBLYMAN PAPAN, SENATOR JOHN FORAN'S AIDE, ASSEMBLYMAN NAYLOR'S AIDE AND SENATOR REBECCA MORGAN. SENATOR SEYMOUR OF ORANGE COUNTY WAS A FEATURED SPEAKER AT THE MORNING BRIEFING SESSION. THE EF-

FORTS OF ALL WHO PARTICIPATED CONTRIBUTED TO A $5 MILLION AUGMENTATION TO THE PUBLIC LIBRARY FUND APPROPRIATION BY THE LEGISLATURE.

CORRESPONDENCE

LETTER FROM TOM LANTOS

A COPY OF REPRESENTATIVE LANTOS SPEECH TO CONGRESS DURING NATIONAL LIBRARY WEEK WAS DISTRIBUTED TO THE BOARD.

MEMO FROM DONNA BROWN, CLA LEGIS. COORDINATOR

THIS MEMO GIVES CURRENT STATUS OF LEGISLATION AND STATE BUDGET AS IT AFFECTS LIBRARIES. OF SPECIAL INTEREST IS THE STATUS OF THE PUBLIC LIBRARY FUND. IF APPROVED THE TOTAL FUND WILL BE $20,250,000 AND DALY CITY'S SHARE IS ESTIMATED AT IN EXCESS OF $40,000.

MEMO FROM R. LETSINGER, DEPUTY CITY MGR.

MR. SULLIVAN REVIEWED A MEMO FROM RAY LETSINGER REGARDING THE GROUNDBREAKING CEREMONIES FOR CARTER/MARTIN STREET AND WATER IMPROVEMENT PROJECT TO BE HELD ON JULY 12, 1985 AT 11 A.M.

NEW BUSINESS

NEEDS ASSESSMENT CONFERENCE

ASSISTANT CITY LIBRARIAN LINDA SALTZER IS ATTENDING A CONFERENCE IN SACRAMENTO ON NEEDS ASSESSMENT FOR LIBRARIES. THERE WILL BE MATERIAL AND INFORMATION GENERATED FROM THIS CONFERENCE THAT SHOULD ASSIST THE BOARD IN ITS PROJECT TO REORGANIZE DALY CITY'S LIBRARIES IN ORDER TO MAXIMIZE RESOURCES AND SERVICES. BIANCA CASERZA SUGGESTED SOME SPECIAL STUDY SESSION MEETINGS BE SCHEDULED TO CONSIDER THESE MATTERS.

SUMMER READING PROGRAM

SERRAMONTE BRANCH LIBRARIAN CATHY SCALICE HAS PLANNED A VERY EXCITING SUMMER PROGRAM CALLED "PIG OUT ON BOOKS". BOARD MEMBERS WERE GIVEN FLYERS OUTLINING ALL THE EVENTS.

ATTENDANCE AT LIBRARY BOARD MEETINGS

IT WAS SUGGESTED THAT BOARD MEMBERS WHO FIND THEY ARE UNABLE TO ATTEND THE MEETING BECAUSE OF CONDITIONS THAT OCCUR AFTER NORMAL OFFICE HOURS MAY CALL SECRETARY LORRAINE MC CLAY AT 756-8915 ON THE DAY OF THE MEETING AFTER 5 P.M.

INTERVIEWS FOR CHILDREN'S LIBRARIAN

MR. SULLIVAN REPORTED THAT A COMMITTEE COMPRISED OF ADRIENNE SAVETNICK, LINDA SALTZER, CATHY SCALICE AND HIMSELF INTERVIEWED CANDIDATES FOR CHILDREN'S LIBRARIAN TO REPLACE DON WHITTON. A SELECTION WILL BE MADE SOON.

BOOKS ON TAPE

THERE IS SOME DEMAND CURRENTLY FOR BOOKS ON TAPE. THE BOARD WILL CONSIDER IF PROVIDING THEM IS FEASIBLE OR NECESSARY.

VIDEO-CASSETTES

MR. SULLIVAN STATED THAT VIDEO-CASSETTES ARE INDEED HIGH POPULARITY ITEMS BUT BECAUSE OF THEIR AVAILABILITY IN SO MANY PLACES PERHAPS LIBRARY PURCHASE IS NOT APPROPRIATE AT THIS TIME.

CHECK IT OUT!

THE POLAROID CAMERAS ARE CIRCULATING VERY WELL AT BOTH SERRAMONTE AND WESTLAKE BRANCH. REQUESTING MORE CAMERAS FOR JOHN DALY AND BAYSHORE BRANCHES WILL BE CONSIDERED.

FIRE AT BAYSHORE LIBRARY

A RECENT FIRE AT BAYSHORE BRANCH BURNED THE BACK ROOM WHERE THE WATER DEPT. OFFICE IS LOCATED AND THE FICTION COLLECTION IS HOUSED. RELOCATION OF A WATER OFFICE DROP BOX FOR BILLS AS WELL AS RESTORING THE ROOM IS CURRENTLY BEING STUDIED. MR. SULLIVAN STATED AND THE BOARD AGREED THAT THE LIBRARY BRANCH IS NOT AN APPROPRIATE PLACE FOR WATER DEPT. BUSINESS TO CONDUCTED AS IT CLOUDS THE LIBRARY'S FUNCTION IN THE COMMUNITY AS A FREE PUBLIC SERVICE.

LIBRARY GOALS AND OBJECTIVES

A COMPREHENSIVE PACKET STATING THE LIBRARY'S GOALS AND OBJECTIVES WAS HANDED OUT TO BOARD MEMBERS. THIS DOCUMENT WILL BE HELPFUL IN FUTURE STUDY SESSIONS.

STATISTICS

LIBRARY CIRCULATION STATISTICS FOR APRIL AND MAY WERE GIVEN TO BOARD MEMBERS. IT WAS REMARKED THAT CIRCULATION IN GENERAL IS LEVELING OFF BUT WESTLAKE LIBRARY'S SEEMS TO BE INCREASING.

THE MEETING WAS ADJOURNED AT 9:25 P.M. THE NEXT REGULAR MEETING WILL BE JULY 16, 1985 AT 7:30 P.M.

Daly City Public Library

BOARD OF TRUSTEES

July 16, 1985

Civic Center
Conference Room

AGENDA

7:30 p.m.

I. ROLL CALL

II. MINUTES

III. ADOPTION OF THE AGENDA

IV. NEW BUSINESS

A. Universal Borrowing
B. New staff appointment
C. Staff re-organization
D. Library Board appointments
E. ALA membership

V. REPORTS

A. Legislative up-date
B. Children's Summer Reading Program
C. Friends of the Library
D. PLS
E. North San Mateo Literacy Project
F. PLS Advisory Board

CITY OF DALY CITY
CITY CLERK
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DALY CITY PUBLIC LIBRARY

BOARD OF TRUSTEES

Minutes of the Regular Meeting

July 16, 1985

The meeting was called to order by Chairwoman Bianca Caserza at 7:30 p.m.

ROLL CALL
Present : Bianca Caserza; Dianne Leonetti; Rolito Recio; Sarah Kelechava; John Sullivan, City Librarian.
Absent: John Morrice
Guest: Erin Kelechava

MINUTES The minutes of the previous meeting were approved as written.

ADOPTION OF AGENDA
Add Statistics as first item.

STATISTICS
June circulation statistics were distributed and discussed.

NEW BUSINESS

Universal Borrowing

John Sullivan reported that starting September 2, 1985 San Bruno Public Library will participate in Universal Borrowing. All libraries in San Mateo County are now extending Universal Borrowing to their patrons, with the exception of Menlo Park Public Library.

Staff Appointment

Christine Saed has been appointed Librarian I for Children's Services for the four branches of DCPL. She will start her assignment on July 29, 1985. Director Sullivan has requested an upgrade of the starting salary for this position due to the scope of the assignment and very competitive salaries in other jurisdictions for Children's Services Librarians.

Staff Reorganization

Mr. Sullivan had planned to present a narrative report on his first two years as City Librarian which would have included some suggested reorganization of the Library to improve its efficiency and effectiveness. He apologized for being unable to stretch the time between Board meetings to include the report and offered this as one example for the necessity of restructuring and reorganizing the department.

With the addition of Ms. Saed as Children's Services Librarian there will now be six librarians on the staff. This is double the professional staff we had in July 1983 - but only 2/3 of the staff that are needed to provide the minimum public services. American Library Association's standards recommend 1 professional librarian for every 6,000 persons in the population area served. Mr. Sullivan feels that 9 librarians would be more standard for Daly City.

Beginning in September 1985 it is proposed that all professional staff be housed centrally at the Serramonte Library. This should minimize the communications problems and reduce the feelings of working in isolation and under insurmountable work-loads. Each librarian will be assigned to work in many more areas than is acceptable but which we hope will at least be clear and defined enough to prevent personal or professional break-downs and burn-outs.

In brief what we hope to accomplish beginning in September is:

Circulation Desk To relieve the professional staff from the very important, but basically clerical tasks of supervision, scheduling and training the desk staff. These responsibilities will be assigned to the recently appointed Library Assistant III's. Since the Circulation Desk is, in the eyes of the library users, "the Library" efficiency and effectiveness here is vital.

Reference Services To be centralized at Serramonte Library. Reference material is now being transferred from the other libraries. One Librarian will have the responsibility for the development and maintenance of the reference collection and reference services. This same Librarian will also work with the Children's Services Librarian to develop services to Young Adults.

Reader's Advisory Service To be centralized at Serramonte Library and assigned to one Librarian. The service area includes all circulation fiction and non-fiction. It is intended that heavy emphasis be placed on collection development, i.e. providing standard works lost, stolen, discarded, or never purchased because of a limited materials budget. This will mean a reduced emphasis on recreational materials and material that has a heavy demand but short-term interest. This is an area which requires the Board's in-put and approval, and will be a major topic of discussion at our proposed planning meetings in the coming year.

Children's Services To be provided to all Daly City Libraries from the Serramonte Library, by one Librarian, who will also assist in developing a Young Adult Services program.

Technical Services To remain basically as it is although it is badly understaffed (1½ FTE) and must limit its activities to cataloging and shelf preparation of materials. Acquisitions and records maintenance will continue to be handled by Administrative Services.

Administrative Services To remain as presently constituted. The Assistant City Librarian will oversee branch services, personnel, automation and other special projects. The City Librarian will continue to be responsible for the over-all operation of the four libraries, the county and state-wide cooperative programs in which the Library participates, as well as the many non-library activities required at the City level.

These proposed actions are an attempt to stem the on-going deterioration in services and materials that began with Proposition 13's limitations on citys to raise revenues through local taxes. It is now likely that revenues available for library services will increase significantly in the coming years. In 1979 libraries had two responses to the impact of Proposition 13. Many immediately cut back on services, closed libraries, and reduced staff through lay-offs. Others such as Daly City, opted to continue, as much as possible, as if Proposition 13 hadn't happened. Neither response was right or wrong, but the Daly City Library is now living with the results of that decision and must decide how it can continue to do so.

It is not realistic to expect these proposed changes will do any more than stem the tide briefly. It is not realistic to expect that minor re-organizational changes will do more than tighten the parameter within which the staff will continue to gyrate with all the frustrations that accompany going in circles.

It is realistic to be aware that at current levels of staffing and funding, priorities of service must be determined in the coming years and the Library's planning process, which has been somewhat random and reactive, will become proactive, orderly, and based on the organizations's purpose rather than its day-to-day organizational needs.

It is hoped that in the 1985-86 year the Library Board of Trustees will play a major role in determining realistic, demanding yet attainable objectives that will enable the Library to maximize services with limited resources.

Trustee Sarah Kelechava encouraged Director Sullivan to try the new plan, expressing confidence in the thought and planning which went into his decision.

Rolito Recio asked Director Sullivan if this reorganization is in response to shrinking revenues now and in future? Mr. Sullivan replied affirmative and also stated that indeed such a reorganization should have been attempted sooner for this reason. Daly City's non-commercial tax base compared to communities where commercial development is large results in smaller budgets for library service.

Library Board Appointments

Director Sullivan expressed hope that both Sarah Kelechava and Bianca Caserza, whose terms of office have expired, will be reapplying to continue to serve on the Library Board. Their letters of application have been sent and they will continue until reappointed or replaced. Election of officers was postponed until the composition of the Board is finally firm.

ALA Memberships

A brochure from ALA regarding membership in Affiliated Library Trustees Association was distributed to Board members. After discussion it was decided to postpone joining the organization this year.

REPORTS

Legislative Update

John Sullivan reported that the final Public Library Fund budget is $18,300,000. A memo from Gary Strong, State Librarian cites Daly City's allocation as approximately $45,600.

SB 1220, a bond issue for construction and renovation of libraries is now on hold because Federal Tax changes which may affect State Bond issues are not yet resolved.

Children's Summer Program

Pig Day at Serramonte Library, the kick-off program for the Summer Reading Program,was a big success. There were approximately 150 children and parents in attendance as well as Councilwoman Powell, FOL members and Library Board members.

Mole Movie Day and Fire Truck Day were also heavily attended. Fire hats were given out to the children by Daly City firemen.

On July 17th storyteller Kellmar will be at Serramonte and Westlake branches

Regular story hour on Wednesday has been conducted with great success by Library Assistant Geri Hill. It is hoped that Mrs. Hill can continue to present story hour occasionally after a Children's Librarian is hired.

Friends of the Library

A History Tour of San Jose is planned by the FOL for August 8th. Richard Romer - Literacy Project Tutor has become a Friend of the Library and hopes to be active on their Book Fair Committee.

Peninsula Library System

Director Sullivan reported a celebration by PLS and PLAN on July 2, 1985 commemorated the merger of the two agencies after many months of planning. The Amended Joint Powers Agreement has been completed and signed and PLAN is now officially a division of PLS.

California Database is ready to go on-line. After many years of input by librarians and vendors as well as negotiations with OCLC this service will soon be available to all PLS libraries.

Literacy Project

John Sullivan informed the Board that the North County Literacy Project has received $122,000 for the next phase of the project.

Bianca Caserza repprted that the third tutor session held at Serramonte Library yielded a very enthused new group. In-service training and a third follow-up meeting will be held soon. To date there are 32 tutors in the Project. Chairman Caserza once again encouraged Board members to visit the Project Read Office at the West Orange Library in South San Francisco.

Daly City will be helping to process some of the large numbers of new materials currently coming in for the Literacy Project.

All churches in the North County have been sent mailers about the Literacy Project.

PLS Advisory Board

Bianca Caserza reported that election of officers was held; Christine Scott is President and Claudia Argyres is Secretary. September's SAB meeting will be a working luncheon meeting, date to be announced. Margaret Scoroni and Maggie Pearson are working on an orientation packet for SAB trustees and a slide show for new members is being updated by Maggie Pearson.

Other

Trustee Sarah Kelechava asked about the painting of the Serramonte Library. John Sullivan reported the building will be painted soon in basically the same colors it is currently wearing. The Fire House next door will be painted in similar earth tones.

Director Sullivan suggested a change of meeting place to the Conference Room at Serramonte Library. The Board agreed to try the new location starting in September.

CLA Convention will be held at the Hyatt Convention Center in Oakland starting November 16, 1985.

Board members agreed to postponment of the August Board meeting. The next regular meeting will be September 17, 1985 at 7:30 p.m. at Serramonte Library Conference Room.

The meeting was adjourned at 9:05 p.m.

DALY CITY PUBLIC LIBRARY

Board of Trustees

August 20, 1985

The August 20, 1985 meeting of the Library Board of Trustees is cancelled.

The next regular meeting will be on September 17, 1985 at 7:30 p.m. at the Serramonte Library Conference Room.

CITY OF DALY CITY INTER-OFFICE MEMORANDUM

TO Raymond E. Letsinger, Deputy City Manager DATE 8-21-85

FROM John J. Sullivan, City Librarian

SUBJECT Library Board of Trustees Meeting - September 17, 1985, 7:30 p.m.

Enclosed are the agenda and the outline of the first of the Board's strategic planning sessions.

The Board cordially invites your participation in this and subsequent planning meetings.

CITY OF DALY CITY INTER-OFFICE MEMORANDUM

TO Library Trustees DATE 8-21-85

FROM John Sullivan, City Librarian

SUBJECT September meeting

This is to remind you that the September 17, 1985 meeting will take place at the Serramonte Library at 7:30 p.m.

Attached is an outline for our initial strategic planning session. Please give it careful consideration and come prepared with your thoughts, concerns, and feelings about library services in Daly City as they now exist, and your ideas and hopes for library services in the future.

This is an important meeting and I urge all Trustees to make every effort to attend.

CITY OF DALY CITY
CITY CLERK
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Daly City Public Library

BOARD OF TRUSTEES

September 17, 1985

Serramonte Library
Conference Room

7:30 p.m.

AGENDA

I. ROLL CALL

II. MINUTES

III. ADOPTION OF AGENDA

IV. REPORTS
- A. California State Library
- B. Children's Summer Reading Program
- C. Friends of the Library
- D. Peninsula Library System
- E. Literacy Project
- F. PLS Advisory Board

V. OLD BUSINESS
- A. Staff appointment

VI. NEW BUSINESS
- A. Strategic planning - introductory session

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DALY CITY PUBLIC LIBRARY

BOARD OF TRUSTEES

Minutes of the Regular Meeting
September 17, 1985

The meeting was called to order by Chairwoman Bianca Caserza at 7:32 p.m.

SWEARING IN City Clerk Betty Mazza conducted swearing procedure for Bianca Caserza's new term of office. Re-appointee Sarah Kelechava will be sworn in at a later date.

ROLL CALL Present: Bianca Caserza; John Morrice; Rolito Recio; Dianne Leonetti; Sarah Kelechava; John Sullivan, City Librarian.
Guests: Ray Letsinger, Deputy City Manager; Betty Mazza, City Clerk; Linda Saltzer, Asst. City Librarian; Librarians-Adrienne Savetnick, Cath Scalice and Kathy Rivera.

MINUTES The minutes of the previous meeting were approved as written.

ADOPTION OF AGENDA
Add G-Other to Reports section.

REPORTS

California State Library

John Sullivan reported that the State Library On-Line Data Base began operating officially in September. Daly City was the first training site in the state. We are currently using the system with our IBM PC and On-Tyme. To date we have been achieving a 90% fill rate on inter-library loan requests. It takes only 24 to 48 hours to receive a response and books can arrive in a week, one arriving all the way from Ohio recently.

Childrens Summer Reading Program

Reference Librarian Cath Scalice, who conducted this year's Summer Reading Program, reported that she is compiling her final report on the program. Her current figures show that 350 children completed the program. Approximately 202 enrolled in the Reading Club and 98 in the Listening Club. About 121 completed the Reading Club and 41 completed the Listening Club. There were roughly 100 children at each special program in the Serramonte Community Room. These figures represent a 50% increase in participation and interest over last year's summer program. Ms. Scalice expects that word of mouth publicity will generate even higher interest for next year's activities. The book bags, baseball tickets, gift certificates, etc. were all highly popular incentives this summer.

Friends of the Library

Librarian Adrienne Savetnick attended the Friends of the Library first Board meeting recently. The new 1986/86 officers presided. The Harvest Book Fair

will be held October 5th at Our Lady of Mercy School Auditorium from 10 a.m. to 4 p.m. The Friends Book Review Programs are set through next September, the first one to be kicked off this fall by Sam Chandler as is traditional. Others include a cookbook review program, author Eric Hamil speaking on his book "The Root", and Dalton's Books for Christmas at holiday time. A new "boutique" fund raising idea will be launched this year under the auspices of the Friends. It will include the sale of book bags, pencils, pens, paper and possibly computer diskettes. John Sullivan remarked that the History Guild may be interested in selling note cards with artwork of Daly City scenes at the "boutique".

Peninsula Library System

A PLAN update document was handed out for the Board to read. Recent down-time on GEAC is not unusual for a new system although it is difficult for staff, and overall system reliability has been very good.

A major conference on networking will be held this week in Pomoma. Linda Crowe, PLS Coordinator and Greg Atkins, San Mateo College Librarian were planners for this event.

Literacy Project

Bianca Caserza reported that the fourth tutor session was recently held. There are now 32 students and tutors working in the program. The project hopes to have 200 students and tutors by the end of this year. The 1st Project Read Newsletter was handed out to everyone, as well as brochures and bookmarks. All the graphics were done by Project Coordinator Leslie Shelton.

John Sullivan has been asked if Daly City is achieving recognition for its share in Project Read. Since it is headquartered in South San Francisco perhaps Daly City's contribution is not being made evident. He would like to schedule a presentation for the City Council on the Project and Daly City's role in it.

Ray Letsinger asked when the project will end and what might be a good point to prepare and present a progress report to the Council. Chairwoman Caserza replied that every 6 months would be a good period for reporting.

PLS Advisory Board

Bianca Caserza attended a luncheon, orientation meeting of the PLS Advisory Board several weeks ago. PLS directors were present and a new PLS manual was given to all Board members. There are new members from San Bruno, Menlo Park and Redwood City. This year the Board will hold afternoon meetings, the first to be November 7th from 4-6 p.m. at Serramonte Library Community Room.

Other

John Sullivan reminded Board members of the coming CLA Conference in Oakland this November. He advised members to let the Library Business Office know if they wish to be registered for the Conference.

Copies of an article on Regina Minudri, President of ALA and one by Leo Buscaglia about libraries were handed out.

Improving Library signs on the streets was discussed briefly. Suggestion was made to ask the City to mount new signs, like those for Gellert Park, for the Library.

OLD BUSINESS

Staff Appointment

John Sullivan stated that we lost our selected candidate for Childrens' Services Librarian at the last moment after all testing and hiring procedures were complete. Some of the candidates recently interviewed by South San Francisco Public Library may be contacted for possible temporary assignment. Request has been made to change the Childrens' Services Librarian from a Librarian I to Librarian II in order to meet very stiff competition due to a severe shortage of Children's Librarians. Recruitment and hiring processes will begin soon but may take 60 to 90 days to complete. John Morrice asked if we use Library Journal or other national trade magazines to advertise for open positions. John replied that we do not compete well on a national basis but will be using California State Library's Jobline publication to recruit.

NEW BUSINESS

Strategic Planning - Introductory Session*

John Sullivan handed out copies of Library Goals and Objectives for the year. Questions and replies to this document were as follows:

John Morrice- Expressed doubts that a paperback kiosk at the BART station would last long, would it not be subject to pilferage and vandalism?

John Sullivan- To be started on a trial basis using only gift paperback books and then judge the results.

Bianca Caserza- Would any change in service at John Daly and Bayshore Branches be subject to Board approval?

John Sullivan- Reply - yes.

*Process chart to facilitate meeting attached.

Bianca Caserza- Have all librarians and the reference collection now been moved to the Serramonte Branch?

John Sullivan- Reply - yes.

Rolito Recio- Are Goals and Objectives done each year?

John Sullivan- Yes, they are prepared as part of the budget process in order to help justify budget requests for the Library.

Ray Letsinger- The Goals and Objectives are very helpful and educational for City officials to learn more about each department and their activities.

Bianca Caserza- How many meetings will strategic planning sessions require?

John Sullivan- This should be discussed and decided by the Board.

John Sullivan- Spoke of societal conditions past and present that libraries have responded to and of future changes that libraries must take into account if they are to remain viable institutions. He discussed Proposition 13 and the impact this has had and will continue to have on library funding. He pointed out that strategic planning is essential if libraries are to maximize services in the face of diminishing resources.

John Morrice- Libraries will always be useful institutions in his opinion, but computer technology may make access from home to library the wave of the future and actual books may fade in interest for coming generations.

John Sullivan- Pointed out that America's population is also becoming older and this generation is still oriented to books and libraries and is therefore seeking recreational use of library facilities. Younger users are seeking informational accesses from libraries. Where should efforts be concentrated to improve service?

Rolito Recio- Since Proposition 13 represents loss of revenue to the City how can we expect to operate on shrinking funds?

John Sullivan- Funds will not actually shrink. We will probably just maintain even with inflation, but probably not rise above that level. This translates into a flat level of service with limited growth in the future.

Rolito Recio- New development in Daly City is weighted toward the residential thereby squeezing out commercial development which is so sorely needed to improve the tax base.

John Morrice- Should the Library Board make attempts to influence the Planning Commission away from this trend?

Rolito Recio- The St. Francis Heigths Homeowners Association and the Serramonte Homeowners Association will be having a joint meeting this week to discuss some of these ideas, specifically in regard to increasing commercial vs residential development for Serramonte Del Rey.

Ray Letsinger- The City and the Planning Commission now recognize the pressing need for emphasizing economic development for Daly City, possibly through changing the General Plan in the near future. Most communities in San Mateo County have twice the per capita funding that Daly City does and have achieved this through use of economic development specialists hired to implement this specific area of community life. Daly City may be hiring an Economic Development Consultant for such projects as BART, the Junipero Serra corridor and Serramonte Del Rey. Capturing the economic wealth that BART expansion could mean for Daly City will be a prime target for economic development expertise. Wider use of Private Activity Bonds, allocated for commercial development, is another method of fostering economic growth. The area in the Bayshore section of Daly City near the Cow Palace was pointed out to be an example of an area ripe to be capitalized upon for creative economic growth.

Linda Saltzer- Library book budgets for the last 10 years have been inadequate to keep up with such needs as collection development, childrens materials, best sellers, reference, young adult and junior high school materials, etc. The Library staff needs specific guidelines from the Board as to how to expend monies in each of the areas of need.

John Morrice- We need an idea for <u>now</u> as to how to emphasize <u>what</u>?

Linda Saltzer- For example, circulation figures fall if best seller (recreational) types of material are not provided. Should this area be emphasized over another?

John Morrice- How important are the circulation statistics and can they be used effectively for funding purposes?

Who do we attempt to serve in the community?

John Sullivan- Circulation figures will show that the Library loses patrons if needed services are not provided.

John Morrice- We should respond to what we think people should have rather rather than respond to what we think they want.

Linda Saltzer- Library staff needs definite input (see chart) from the Board about its position on these important questions. Question of free access versus fee access, introduction of new projects, maintenance of book stock, who to respond to in the community, i.e. vocal patrons or silent audience of children, are samples of areas for the Board to make policy decisions about.

Dianne Leonetti- Resource and reference books are most important to teachers and students in the community. They are most important and too expensive for families to purchase.

John Morrice- Is there on-going liaison with schools and teachers from the Library?

Linda Saltzer- No, and this gap presents constant problems when serving school children of all ages.

John Morrice- He would like to become actively involved in helping to improve this gap in communication.

Cath Scalice- Cathy once worked as a liaison person and received very poor response from teachers but found principals and school librarian very supportive.

Linda Saltzer- The new Childrens' Services Librarian should be assigned to maintaining liaison with the schools.

John Sullivan- Does this discussion indicate that children and young adults are a prime target area for improved service by the Board?

John Morrice- Children are future adult patrons. It is very important to provide for them.

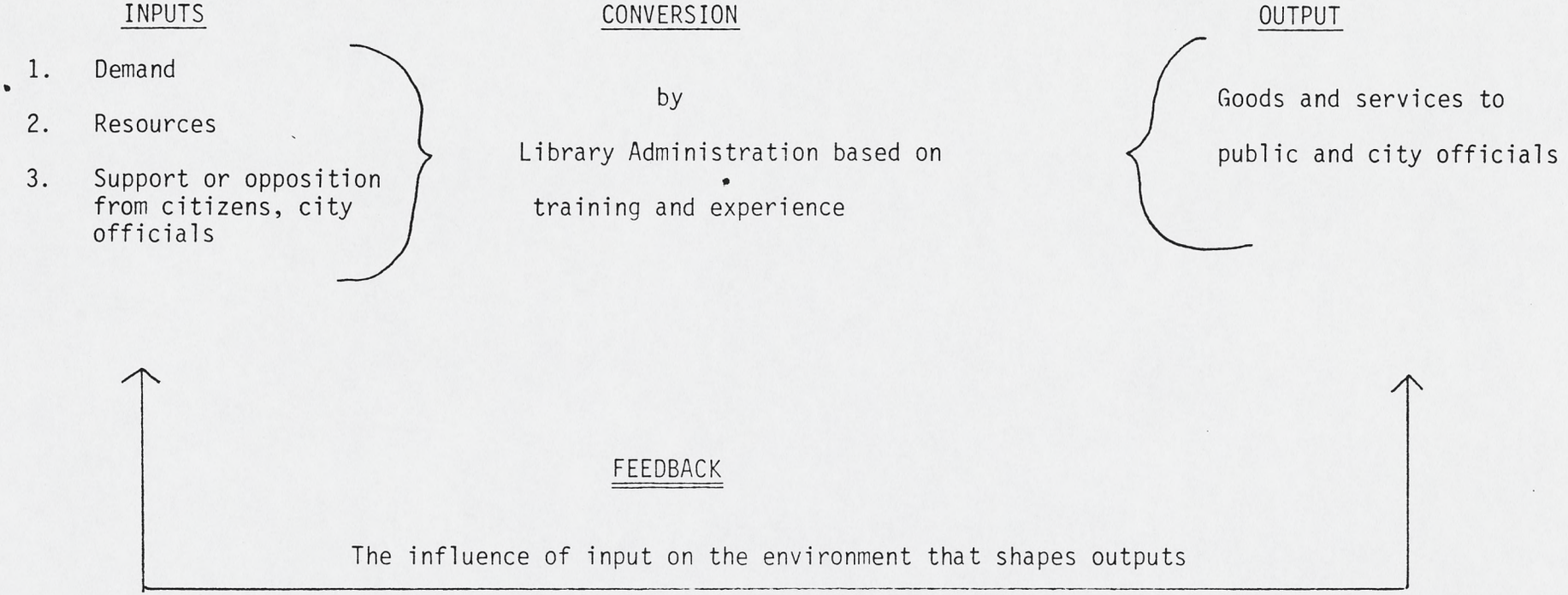
Bianca Caserza- At the next meeting we will concentrate on numbers I and II of the Goals and Objectives. Bianca thanked the staff members and Ray Letsinger for attending the meeting.

John Sullivan asked the Board to also think about the issue of fees for services. He will need to know the philosophical stand of the Board members.

The next regular meeting will be held at Serramonte Library Community Room on October 15, 1985 at 7:30 p.m.

The meeting was adjourned at 9:10 p.m.

ENVIRONMENT*



* ENVIRONMENT

1. Patrons
2. Cost
3. Public
4. City Officials

CITY OF DALY CITY
333-90TH STREET
DALY CITY, CA 94015-1895

PHONE: (415) 991-8000

September 11, 1985

Library Board of Trustees
Daly City, California

Dear Members of the Board:

It is a pleasure to advise you that Bianca Caserza and Sarah Kelechava have been reappointed to the Library Board of Trustees with terms of office expiring June 30, 1988.

Very truly yours,

Betty Mazza

BETTY MAZZA
City Clerk

BM:cr

Daly City Public Library

BOARD OF TRUSTEES

October 15, 1985

CITY OF DALY CITY
CITY CLERK
OCT 10 10 39 AM '85

Serramonte Library
Conference Room

AGENDA

7:30 p.m.

I. ROLL CALL

II. MINUTES

III. ADOPTION OF AGENDA

IV. OLD BUSINESS

A. Children's Service Librarian

B. Directional signs

V. REPORTS

A. Friends of the Library

B. Literacy Project

C. PLUSNET

VI. NEW BUSINESS

A. Strategic planning - Session II

DALY CITY PUBLIC LIBRARY

BOARD OF TRUSTEES

Minutes of the Regular Meeting
October 15, 1985

CITY OF DALY CITY
CITY CLERK
Nov 14 3 56 PM '85

The meeting was called to order by City Librarian John Sullivan at 7:40 p.m.

ROLL CALL Present: Sarah Kelechava; Dianne Leonetti; Rolito Recio; John Sullivan, City Librarian
Excused: Bianca Caserza; John Morrice
Guests: Cathy Scalice, Librarian; Linda Saltzer, Asst. City Librarian

MINUTES The minutes of the previous meeting were approved as written.

ADOPTION OF AGENDA
Add Other section after Reports

OLD BUSINESS

Childrens Services Librarian

John Sullivan announced that advertising will begin soon for this position. Request has been made to the City Manager to upgrade this position from a Librarian I to Librarian II status. The City Manager has suggested that we wait to screen applicants before deciding on the upgrade.

Directional Signs

The Maintenance Division has been contacted in regard to making and posting new wooden signs for the Library similar to those now in place for Gellert Park. The Streets Division also has the capability to make their own blue and white metal signs and will be contacted to enlarge the current Library ones from their current size.

REPORTS

Friends of the Library

Mr. Sullivan reported that the Harvest Book Fair on October 5th started early and was very well organized. Approximately $700 was made from the sale of items.

The last Tuesday in October will feature speaker Nancy Crabbe, the San Mateo Public Library City Librarian.

The November Friends Book Review will host local author Eric Hammel.

He will speak on his book "Root" which is about America's involvement in Beirut.

The December program will feature Dalton's - "Books for Holiday Giving."

Literacy Project

John Sullivan received the 2nd newsletter of the Literacy Project. On November 9, 1985 a mural will be painted in the Office at South San Francisco Library. Anyone interested in seeing this may drop in that day to observe and participate. Leslie Shelton, Project Coordinator will be assisting Mr. Sullivan in formulating and presenting a presentation for the City Council on the Literacy Project. Trustee Bianca Caserza and one of the tutors will be part of the presentation.

PLUSNET

PLUSNET is a year old organization which meets quarterly comprised of all libraries in San Mateo County, public, school, and college. The last meeting was held at San Mateo County Historical Museum on the San Mateo College campus. It included a panel reporting on the California Conference on Networking and also a tour of the Museum. Marion Holmes, Librarian and Mitch Postell, Director conducted the tour.

Mr. Sullivan recommended access to Daly City's Historical photographs be limited to people and projects involving the 75th Anniversary celebrations. The Board approved of this idea.

OTHER

John Sullivan announced that he had registered all Trustees for the California Library Association Conference in Oakland in November. The CALTAC luncheon will be on the Saturday of the Conference. Trustees were urged to attend if possible. The Friends of the Library luncheon and meeting will be held on the Monday of the Conference.

Rolito Recio asked what the difference is between a Librarian I and a Librarian II. Linda Saltzer replied that a Librarian I is entry level with little or no experience and a Librarian II is an advanced position with experience required. There is little difference in salary at this time. A Librarian I starts at $22,022 per annum. A Librarian II starts at $23,270.

The Apple IIe computer for public use is now upstairs at Serramonte Library. Librarians hope to present more computer confort classes in the future to assist library patrons in using the computer.

The new PLS newsletter called "Library Spectacles" was distributed to the Board. Extra copies of this handsome new publication were given out for community distribution. Included in "Spectacles" first issue is an announcement of the availability of the Apple IIe computer at Serramonte Branch.

NEW BUSINESS - STRATEGIC PLANNING - SESSION II

Restoring class visits and story hour.

Dianne Leonetti - What are class visits?

John Sullivan - When a class comes to the Library for a book talk, introduction to the Library, a tour, registration for cards etc. All schools are eligible for this service, especially ones nearby. A Librarian can also visit the schools and present materials to teachers and students regarding library use and service.

Cath Scalice - Preschool story hour at Serramonte Branch will begin again October 30th thanks to two volunteers, Linn Baird and Annette Gracia. They are very enthusiastic about presenting story hour until we hire a Childrens' Services Librarian, and may possibly be interested in continuing after that time. During Children's Book Week, November 13th, Cath has planned to show films after school to see how many children attend.

John Sullivan - It has been observed in the last year that there are large numbers of latchkey children using Serramonte Library after school.

Cath Scalice- The film program would benefit these children and provide some worthwhile activity after they have finished their homework.

Sarah Kelechava - Mrs. Kelechava stated her feeling that it was difficult for the Library to be responsible for latchkey children.

John Sullivan - It is true that the responsibility may not be the Library's but since the numbers of these children seem to be increasing it is necessary to address their need.

Rolito Recio - With so many families doubling up to purchase housing in this area and all parents working, combined with the Asian custom and tradition of multi-generational households, this trend is here to stay and will grow.

Investigating a joint program with Bayshore Elementary School District.

John Sullivan - Mr. Sullivan will be contacting Winifred Kum of the Bayshore Elementary School District and officials of Bayshore Middle School to discuss possibilities for a joint program of library services.

Rolito Recio - What will a joint program involve?

John Sullivan - One idea is to combine Bayshore Library with the school library at Bayshore School into one facility, jointly staffed and operated by the City and the school district. The complicated ramifications of this proposal would have to be explored. It would undoubtedly be a lengthy procedure to implement such a plan. The fact that the Bayshore district is a small, cohesive one would enhance its feasibility. The resource sharing such a scheme could provide is desperately needed by both the schools and our libraries.
We will be borrowing a publication provided by the State Library called "School Library and Public Library Cooperation". It may offer some other ideas.

Rolito Recio - What staffing advantages would this provide for the Library?

John Sullivan - This could release staff for some hours to other assignments.

Linda Saltzer - Since the Bayshore Library's children's collection is fairly good and in excellent physical condition it would be a good contribution to resource sharing with the school.

Joint storytelling projects.

John Sullivan - San Francisco Public Library - Parkview Branch will be having a Storytelling Festival on October 17th. A good program for latchkey children could evolve from knowing some storytellers and providing programs using them.

Relieving Public Service staff.

John Sullivan - Administrative and Technical Processing professional staff are now doing Public Service and Reference duty at Serramonte Branch to relieve the Reference Librarian.

Linda Saltzer - Linda and John are now doing six hours a week public service hours as is Kathy Rivera, Technical Processing librarian. More reference questions are being answered now using this method and better service is being provided. Some difficulties arise

because teachers give children very difficult questions to answer. A written form will be developed to give the child for his teacher explaining that library sources have been exhausted and no answer is available.

Another possibility to improve reference service would be to open Serramonte every evening and use Westlake as a daytime facility. This could provide librarians for homework hours at Serramonte. Changing or reducing hours in this fashion can result in better service to students at the main Serramonte Branch..

Cathy Scalice - Keeping track of reference questions can tell us where subject gaps are in our collection. We definitely need to provide more materials for students, as school and college libraries are experiencing funding shortages also.

John Sullivan - The potential for new directions in reference service is vast and the new technologys provide capability for improving data base accesses electronically. It is a very exciting future if funding is available.

Linda Saltzer - For example, our IBM-PC which is providing so may services on-line now and can do much more, should have a service contract. This can cost as much as $2,000 for on-site maintenance, but should be a necessity in the future.

Another example is Magazine Index on disk which can now give entire text of magazine articles. This is a very expensive tool with regular updates. It provides immediate access and saves having to find and house the actual magazines. On-line encyclopedias are available now as well as other reference services, but this all implies the need for more computers in order to take advantage of these developments in reference service.

Rolito Recio - We should be thinking about fund raising in the business community for such equipment or grant writing for same.

The next regular meeting will be held at Serramonte Library conference room on December 10, 1985 at 7:30 p.m.

The meeting was adjourned at 9:02 p.m.

CITY OF DALY CITY INTER-OFFICE MEMORANDUM

TO Library Trustees DATE 10-28-85

FROM John Sullivan, City Librarian

SUBJECT Suggested change in meeting schedule

The regular meetings of the Library Board of Trustees scheduled for November 19, 1985 and December 17, 1985 are cancelled.

There will be a Library Board of Trustees meeting scheduled for Tuesday, December 10, 1985 at 7:30 in the Serramonte Library at 40 Wembley Drive.

This suggested change is being offered for your adoption because:

1) the November meeting conflicts with CLA

2) an early December meeting is generally preferred because of the Christmas holiday.

If the change is acceptable, the notice will be officially sent on November 12, 1985. If there is any problem with the change please contact my office (991-8025) as soon as possible.

CITY OF DALY CITY INTER-OFFICE MEMORANDUM

TO City Manager

DATE 11/7/85

FROM John Sullivan, City Librarian

SUBJECT Library Board of Trustees - Change of meeting dates

CITY OF DALY CITY
CITY CLERK
NOV 13 11 37 AM '85

The regular meetings of the Library Board of Trustees scheduled for November 19, 1985 and December 17, 1985 are cancelled.

There will be a Library Board of Trustees meeting on Tuesday, December 10, 1985 at 7:30 in the Serramonte Library at 40 Wembley Dr.

These changes have been adopted because:

1) The November meeting conflicts with the California Library Association Conference.

2) An early December meeting is necessary because of the holidays.

cc: Councilwoman Powell
City Clerk ✓
Serramonte Library
Westlake Library
John Daly Library
Bayshore Library

CITY OF DALY CITY
CITY CLERK
DEC 6 9 11 AM '85

Daly City Public Library

BOARD OF TRUSTEES

December 10, 1985

Serramonte Library
Conference Room

AGENDA

7:30 p.m.

I. ROLL CALL

II. MINUTES

III. ADOPTION OF AGENDA

IV. REPORTS

A. PLS

B. SAB

C. Friends of the Library

D. Literacy Project

E. California Library Association

V. OLD BUSINESS

A. Library Asst. I & II Employment Lists

B. Librarian I & II Employment Lists

C. System-wide card

VI. NEW BUSINESS

A. Public Library Fund Allocations 1985/86

B. Library hours of public service.

DALY CITY PUBLIC LIBRARY

CITY OF DALY CITY
CITY CLERK
JAN 15 4 04 PM '86

BOARD OF TRUSTEES

Minutes of the Regular Meeting
December 10, 1985

The meeting was called to order by Chairwoman Bianca Caserza at 7:23 p.m.

ROLL CALL: Present: Bianca Caserza; John Morrice; Rolito Recio; Sarah Kelechava; John Sullivan, City Librarian; Linda Saltzer, Asst. City Librarian

Excused: Dianne Leonetti

MINUTES: The minutes of the previous meeting were approved as written.

ADOPTION OF THE AGENDA
Add under New Business - Needs Assessment Project
MSP - Bianca Caserza, John Morrice

REPORTS

Peninsula Library System

John Sullivan reported PLS sponsorship of a radio program called "Kids America" aired on KCSM Mon. through Fri.at 3:30 p.m. The program consists of games, music, history and literature with inter-active portions dedicated to call-ins from children. The program is primarily designed to reach latch-key children.

PLS is supporting SB 303 - State legislation for programs for latch-key children. If passed this legislation would provide $32 million to California schools for programs for latch-key children and $14 million for buildings to use after school for the programs.

Library Services and Construction Act, Title II grants are being prepared for submittal. Two of the submittals will be for an additional year of funding for the Bay Area Information Referral Services, as well as the Needs Assessment Project. A new project will be a Children's Theatre Program co-sponsored by Art-Rise and PLS. Using public libraries and their materials, Art-Rise plans to conduct play readings through-out the school year, ending the year with an actual production. The project was suggested because there is very little theatre activity for young people and this program would be designed specifically to reach latch-key children.

System Advisory Board

Bianca Caserza attended an orientation luncheon at the PLS offices on September 5, 1985. She commented that the new edition of the PLS Handbook which was distributed to SAB members is very helpful in diagramming the structure and activities of PLS, as well as translating and describing the many acronyms used by librarians. John Sullivan remarked that one of the acronymic groups, the California Institute of Librarians (CIL) is leading the fight to persuade the telephone companies to drop their charges for telephone directories which used to be available without charge. Directories now cost between $4.00 and $8.00. Telephone companies are advising their customers to use out-of-town directories at their public library. Libraries do not mind doing the telephone companies' work for them if it assists the public, but do not feel they should be charged for the necessary materials.

Bianca reported on the November 7, 1985 meeting held at Serramonte Library in the afternoon from 4-6. This meeting time makes it easier for members to attend. Discussed was the idea of having SAB members on PLS standing committees. John Sullivan remarked that PLS is in favor of having SAB members involved in all PLS activities.

The next SAB meeting will be a joint PLS/SAB meeting on March 4, 1986 in Belmont. Gary Strong, State Librarian will be invited to address the meeting.

Friends of the Library

John Sullivan attended the November Book Review which featured Eric Hammel, author of "Roots", a book about the American political and military presence in Beirut. In spite of a power failure during the evening, this program was excellent.

The December "Books for Holiday Giving" program was presented by B. Dalton's manager. It featured beautiful coffee table books and was enthusiastically received. Lunch afterward was at the Doelger Senior Center.

Friends of the Library need to fill positions on their Board due to several members needing to resign. Literacy tutor Richard Rummery will serve as a new board member this year.

Literacy Project

Bianca Caserza stated that the program now has 57 tutors and 58 students. Tutor Session # 6 will be held on January 23, 1986 in South San Francisco at the Project Read Office.

The open house held recently was a success. It featured displays on the Literacy Program. The next open house will be in Daly City at Serramonte Library next April during National Library Week.

On December 11, 1985 a Christmas party for tutors and students will be held at the Project Read Office in South San Francisco.

Posters on the literacy campaign were given to trustees for display purposes.

John Sullivan informed the Board that plans are underway to form a Literacy Council composed of representatives of the business, educational and governmental communities. The purpose of the Council is to create support for the literacy campaign so that it will be able to continue after State fundings end in 1986-87. Plans include an invitational meeting to explain the purposes and importance of the literacy campaign, and to seek support for the continuance of the North San Mateo Literacy Project.

Bianca Caserza, Leslie Shelton and John Sullivan presented a progress report on Project Read to the Daly City Council on November 12, 1985.

California Library Association

Rolito Recio reported on his first visit to the California Library Association Convention. He attended a Teen Age/Young Adult seminar which presented problems of young adults and how the library can help them. Rolito remarked on the large range of library related seminars, i.e. policy development, political influence, etc.

John Sullivan attended several literacy seminars at CLA convention. One featured Dan Lacy, formerly president of McGraw Hill, and speakers from private industry who discussed what that sector was doing to combat illiteracy.

Bianca enjoyed the SAB workshop at CLA. Maggie Pierson, a South San Francisco volunteers, was the speaker. She also attended a workshop on "Libraries and the First Amendment".

OLD BUSINESS

Library Assistant I and II Employment Lists

John Sullivan reported that written tests for both classifications are now over. Lorraine Mc Clay reported on proctoring the exams which were both attended by well over 100 candidates. The typing test will be held as soon as the written exams are scored.

Librarian I and II Employment Lists

John Sullivan attended oral board exams for Librarian II today. There were 16 candidates. Oral boards will be held on 12/11/85 for Librarian II also. The Librarian I classification orals will be held in January of 1986. 46 candidates have applied for the position. It will require 3 days of oral interviews. The position open is Childrens' Services Librarian which is entry level but could be upgraded to Librarian II. The lists for both positions last for two years.

System-wide Library Card

John Sullivan stated that the plans for a system-wide library card which would serve all libraries in San Mateo County is on hold pending future discussion. More information is needed on how patrons are registered in each jurisdiction as well as knowledge of GEAC capabilities. Some jurisdictions are worried about local identity but they seem to be in the minority.

Linda Saltzer explained that inter-library loan activity is reimbursed by the State Library. It is important to know if the GEAC system can continue to provide the statistics necessary for claims reimbursement if a system-wide card is used.

NEW BUSINESS

Public Library Fund Allocations

John Sullivan announced that Daly City's allocation, which will arrive in mid-January is $57,529. Statistics show Daly City's population to be 81,000, with local appropriation at $894,490, indicating that our per capita is now $11.04.

In response to questions from the Board on how this money will be spent, Mr. Sullivan explained that Daly City includes the estimated monies from PLF in the Library's operating budget when it is approved at the beginning of the fiscal year. This makes it difficult to provide the information required by the State Librarian on how this money is being used. Most jurisdictions assign this money to a separate fund and acount for it separately from local appropriations. Mr. Sullivan is not clear on how the additional money over the original estimate will be handled but expressed confidence that it will be used to supplement the Library's budget.

Library Hours of Public Service

John Sullivan reported that many options to increase

Library hours were discussed by staff. Linda Saltzer stated that the main recommendation will be to open Serramonte and Westlake Branches at 10 a.m. Mon. thru Sat. The Board members approved of this option. Next budget year, if funds are available, the evening hours at Serramonte Main Branch may be extended to 9 p.m. Mon. thru Thurs. It is hoped that the new earlier opening time can begin in January.

Needs Assessment Project

Linda Saltzer spoke on the "Needs Assessment for Library Service" seminar held recently in Sacramento. A new study was presented called "How Libraries Help People" from which survey techniques have been developed. Various libraries are going to field test these techniques. Daly City Library will survey the needs of the Asian-Pacific population, specifically Filipino residents. The Filipino community was used because it is a large, cohesive ethnic group in Daly City. A survey list will have to be established. Churches are a good source for such a list. Rolito Recio suggested home-owners rolls as another good source. Staff members will attend group meetings of residents to be surveyed to speak and ask about the Library in relationship to their needs.

Rolito Recio explained that in the Philippines residents of Manila are familiar with library systems but people from the provinces have no comparable service provided for them, hence they are totally unfamiliar with library life. The first wave of Filipino immigrants from 1965 to 1975 were primarily of the professional class and therefore familiar with library use, but the next large group of immigrants does not meet this profile. They need to be reached for needs assessment.

Linda pointed out that a survey of needs can create new library programs as well as programs by other agencies in the City.

Rolito expressed his desire to help with this project. He meets many older Filipino people through his real estate business and feels they are confined because of their language problems and their inability to read English.

Linda pointed out that the questions developed in the new survey technique are directly related to personal experience of the persons being surveyed, they are not impersonal, general types of questions. Therefore, they will be helpful in finding answers that other agencies may be able to use.

Rolito stated his belief that the Filipino business community would be glad to help in any way possible.

John Morrice opined that the Filipino people are non-

demanding, quiet and gentle and therefore need to be drawn out to discover their service needs.

Non-Agenda Items

Linda presented the news that the Fred Gellert Foundation has granted $5,000 to the Library for rebinding in response to her grant proposal. A proposal for audio cassettes was not granted. It will be sent on to the Peninsula Community Foundation.

John Sullivan has been contacted by Elizabeth Kermmerle of the Bayshore School District. Informal discussion was held regarding the possibility of merging school and public library facilities in the Bayshore District to combine resources. Ms. Kermmerle will pursue this idea with her Superintendent.

The meeting was adjourned at 9:20 p.m. The next regular meeting will be January 21, 1986 at 7:30 p.m. in the Serramonte Library Conference Room.

1985

Notes

ITY OF DALY CITY
CITY CLERK
JAN 15 4 01 PM '86

Daly City Public Library

BOARD OF TRUSTEES

January 21, 1986

Serramonte Library
Conference Room

AGENDA

7:30 p.m.

I. ROLL CALL

II. MINUTES

III. ADOPTION OF AGENDA

IV. ELECTION OF OFFICERS

V. REPORTS

A. Peninsula Library System - Grant for Art Rise Project
B. System Advisory Board
C. Friends of the Library
D. Literacy Project

VI. NEW BUSINESS

A. Public/School Library Project
B. Legislative up-date
   1. - Gramm-Rudman
   2. - Public Library Fund

VII. OLD BUSINESS

A. Employment lists
B. Library hours of service
C. Needs Assessment Project

DALY CITY PUBLIC LIBRARY - BOARD OF TRUSTEES
Minutes of Regular Meeting - January 21, 1986

CITY OF DALY CITY
FEB 12 3 57 PM '86

The meeting was called to order at 7:35 p.m. by Chairman Bianca Caserza.

ROLL CALL: Present: Bianca Caserza; Dianne Leonetti; Rolito Recio; John Sullivan, City Librarian; Linda Saltzer, Asst. City Librarian
Excused: John Morrice; Sarah Kelechava

MINUTES: Change PLS/SAB joint meeting location to San Mateo City Library not Belmont.

ADOPTION OF AGENDA: Eliminate Item IV - Election of Officers. To be carried over to next meeting. Add under NEW BUSINESS - B-3, SB1220, B-4, PUC, item C: UNCOLA. Add D under NEW BUSINESS - Capital Project requests 1986.

REPORTS

Peninsula Library System

PLS and Art Rise have applied for an LSCA grant for poetry readings in libraries. The program will culminate in a performance evening. A $5,000 grant from The Atkinson has been awarded for a pilot project to begin immediately for this program.

John Sullivan reported Roberto Urzua has been appointed as the new PLS Outreach Librarian.

System Advisory Board

Bianca Caserza announced a PLS/SAB Forum set for March 4, 1986 at San Mateo Library from 1:30 to 4:30 p.m. Gary Strong, State Librarian will attend. Discussion will include: the value of SAB, Outreach Programs, GEAC, use of microcomputers, the PLS booth at the County Fair, a slide show about PLS services, staff development plans and will end with a reception. City officials and library boards will be invited to attend this Forum.

Also reported was appointment of SAB members to PLS standing committees. Bianca will be on the PLS Childrens Committee.

Friends of the Library

John Sullivan invited trustees to attend the January evening meeting on 1/22/86 at Serramonte Library. The program will be "Daly City On Stage", a Jefferson Teen Theater Troupe directed by Bill Shields, a professional actor on special assignment at Jefferson High School. The perform-

ance is an orginal revue which combines family history and personal tales into a theater piece.

Literacy Project

Bianca Caserza announced the sixth tutor training session will be held Thursday, January 23, 1986. Twenty new tutors are enrolled with 13 students waiting for training to begin.

A Literacy Conference will be held 3/13/86 on a Saturday morning. Representatives from community health services and the business sector will be attending. The purpose of the Conference is to make community leaders aware of the work of the Literacy Projects throughout California.

John Sullivan reported that a pilot meeting on Janury 15, 1986 for this same purpose was well attended by people from the business and education community in the North County.

Bianca stated hopes for at least 200 people to attend the Literacy Conference as interested participants.

John Sullivan reported that Daly City's Postmistress Carol Conroy will display posters of the Literacy Project at the Daly City Post Office.

John Sullivan read a letter from the California Literacy Campaign. On January 2, 1986 the Bay Area Literacy Referral Network (BALRN), which is an LSCA-funded project, established a 24 hour, seven-day a week toll-free telephone referral service to refer callers to local California Literacy Campaign programs. The number was established to coincide with the second KCBS-Safeway media promotional. The toll-free number is 800-262-2123.

Bianca reported the next open house for the Literacy Project will be held during National Library Week, April 4, through Arpil 12, 1986 at Serramonte Library. Also, a new staff member has been hired for the Literacy Project Office to do clerical work and scheduling. This is a 15 hour per week position.

NEW BUSINESS

Public/School Library Project

John Sullivan and PLS Director Linda Crowe met with the Superintendent of the Bayshore School District, Mr. Stan Rose, on January 6, 1986 to discuss sharing space and

resources. This was an exploratory meeting to exchange ideas on what might work and what might not. Mr. Rose agreed to present the idea of a mutually beneficial school/library program to his Board at its meeting on January 14, 1986.

Legislative Up-Date- Gramm-Rudman

John Sullivan explained that the Gramm-Rudman Bill, passed in Congress on March 1, 1986, mandates the federal government to reduce the budget in order to reduce the federal deficit. Therefore, it is likely that Revenue Sharing monies will discontinue sometime in the near future. This will have an adverse impact on most municipalities. Although no one is sure what the impacts will be at this point, Mr. Sullivan wanted the Board to be aware of the bill.

Legislative Up-Date - Public Library Fund

The State Public Liberary Fund is approximately $1.2 million larger than originally anticipated statewide. Mr. Sullivan is hoping for a separate accounting of Daly City's Public Library Funding so that required reporting on the expenditure of these funds can be more accurate.

Legislative Up-Date - SB 1220

Senate Bill 1220, a bond issue for library renovation and construction has been approved. It will now move further through the legislative process before reaching the Governor.

Public Utilities Commission

The Public Utilities Commission recently ruled favorably on behalf of library requests to have Pacific Bell supply telephone books free to libraries. The California Institute of Libraries was very active in supporting this action.

UNCOLA

Mr. Sullivan reported that the United Crusade invited libraries to participate in a Teen Fair Exhibit Booth from February 1 to February 4, 1986 at Serramonte Shopping Center. Several North County libraries will work together on this project. They will be attracting teen-agers to the booth to fill out a questionaire about library needs and services by using coupons for free copies, free reserves on books, free copy service, etc. UNCOLA is an acronym for United North County Libraries Association, an informal, ad hoc consortium formed by the Daly City, So. San Francisco,

Pacifica, San Bruno and Millbrae libraries.

Capital Projects Requests - 1986

John Sullivan and Linda Saltzer presented the requests:

1. Replacement of furniture at Westlake Library - approx. $16,000
2. Acquisition of a plain paper, film and fiche reader printer with service contract to replace a very old one at Serramonte Branch - approx. $7,000
3. Replacement terminal for Research Libraries Information Network used for cataloging in Technical Processing - approx. $1,600
4. Hire a consultant to produce a design and space plan for the Serramonte Circulation desk to allow for new automation needs - approx. $2,000

Requests will be submitted on January 22, 1986. Screenings are held February 2, 1986 and final determination of requests occurs in March for FY 86/87. A committee of City personnel receives and considers requests from all City Departments.

OLD BUSINESS

Employment Lists

John Sullivan stated that the list for Librarian II is now complete. Written and typing tests for Library Asst. I are complete also. Written test for Library Asst. II is over and typing tests take place today, 1/21/86.

Next week there will be three days of Oral Board Exams for Librarian I. Final promulgated lists for Librarian positions will be ready by the end of February.

Library Hours of Service

John Sullivan told the Board he hopes to open Serramonte and Westlake Libraries at 10 a.m. by late February. Evening hours will be the same for the present time.

Needs Assessment Project

Linda Saltzer will be starting to work on the Needs Assessment Project soon. The Filipino Directory recently received as a gift to the Libraries is a good source of the targeted community groups. Rolito Recio will assist by

obtaining records of property owners from a list of streets. He can tell which names should be put in the name pool from this list.

Linda Saltzer reported on other sources from which to gather names for the Needs Assessment Project. The Fiesta Filipina Committee, The Phillipine News and the many Phil-Am clubs in the churches will be excellent contacts.

Other

Bianca Caserza suggested an "Adopt-A-Library" project for the Trustees, wherein each Daly City Branch could be visited and observed. This would fanmiliarize the Board members with daily branch operations.

John Sullivan and Linda Saltzer informed the Board that Bayshore Branch is now repaired. The insurance claim resulting from the fire has now been settled. Shelving has yet to be purchased and installed. Work on developing a replacement of the fiction collection is underway.

John Sullivan asked the Board for approval to send $100 to the Public Library Association as a contribution in return for many useful materials and manuals for library use. The Board approved this action.

The meeting was adjourned at 9:30 p.m. The next regular meeting will be Feburary 18, 1986 at 7:30 p.m.

PUBLIC LIBRARY

CITY OF DALY CITY

40 WEMBLEY DRIVE
DALY CITY, CALIFORNIA
94015

OFFICE OF THE
LIBRARIAN

January 27, 1986

Mr. Stan Rose, Superintendent
Bayshore School District
1 Martin St.
Daly City, CA 94014

Dear Stan:

I am disappointed that your Board did not feel it was appropriate for us to continue exploring the possibility of a mutually beneficial joint library program. I do understand its desire to maintain the integrity and security of school property, staff and students. Concerns about vandalism and its attendant disruptions are certainly warranted.

I am pleased that I had the opportunity to meet with you and Mrs. Kum. Now that we have established contact I hope that you feel free to call on us if there is anything you feel the Library can do to further support the school curriculum.

Sincerely,

John J. Sullivan
City Librarian

JJS:lm

Daly City Public Library

BOARD OF TRUSTEES

February 18, 1986

Serramonte Library
Conference Room

AGENDA

7:30 p.m.

I. ROLL CALL

II. MINUTES

III. ADOPTION OF THE AGENDA

IV. REPORTS

A. Peninsula Library System

B. System Advisory Board

C. Friends of the Library

D. Literacy Project

V. OLD BUSINESS

A. Bayshore School/Library Project

CITY OF DALY CITY
CITY CLERK
MAR 14 10 23 AM '86

DALY CITY PUBLIC LIBRARY
Minutes of the Regular Meeting - February 18, 1986

The meeting was called to order at 7:42 by Chairman Bianca Caserza.

ROLL CALL Present: Dianne Leonetti; Bianca Caserza; Sarah Kelechava; Rolito Recio; John Sullivan, City Librarian
Absent: John Morrice

MINUTES Corrections are as follows: Bianca is on the Literacy Committee for PLS, not Children's Committee and the Literacy Conference will be on Thursday, 3/13/86 not Saturday.

ADOPTION OF AGENDA

Add - Election of Officers: A motion was made to keep the same slate of officers currently serving through May 1986 and schedule the election of new officers for June 1986.

REPORTS

Peninsula Library System

John Sullivan reported that at the last business meeting of PLS directors the President of GEAC attended to discuss system problems and downtime experienced in the past few months. GEAC was very responsive to PLS needs and has since made beneficial changes to the automated system. Part of the solution was to replace hardware, which GEAC has done at their own expense. Discussion of the future of the system and possible enhancement made it evident that the system is now operating at full capacity. Additional terminals would require additional mainframe or replacement by a more powerful system. Since an on-line catalog has been in the plans for PLS libraries , and since there has been interest on the part of non-public libraries to participate in the system, serious consideration must now be given to expanding our automation system.

Mr. Sullivan further reported that all LSCA grants have been submitted, including the PLS/Art Rise proposal for drama readings in libraries.

It is anticipated that the Gramm-Rudman bill will affect the LSCA monies but the extent of the changes is not known to date. Mr. Sullivan has no meaningful figures to indicate what the impact will be on DCPL.

System Advisory Board

Bianca Caserza invited all Trustees to attend the PLS/SAB Forum on March 4, 1986 at San Mateo Library. Bianca

personally invited Daly City Council members and City Manager David Rowe to attend the Forum. State Librarian Gary Strong will be at the Forum and County Supervisors will be there. The program for the day is varied - copy attached.

John Sullivan distributed a CALTAC brochure to trustees.

Friends of the Library

John Sullivan announced a new Board Member for the FOL. He is Richard Rummery, a tutor with the Literacy Project.

The Friends will not be having a book review for the month of February. In lieu, they have publicized the History Guild's History Evening featuring Sam Chandler speaking on Daly City history. This event will be at Doelger Center 2/19/86 at 7:30 p.m.

In March, Helen Stout will present the book review on Jean Auel's "Clan of the Cave Bear" on March 27, 1986. 10 a.m. at Westlake Library.

FOL Children's Committee is sponsoring a children's birthday party to celebrate Daly City's 75th Anniversary. It will be held on March 22nd, kickoff day for Anniversary festivities. At 10:30 in the morning at the Serramonte Branch there will be a cake, ballons and Ken Gillespie entertaining the children with Daly City history. All children will bring a handmade birthday card for Daly City.

Literacy Project

Bianca Caserza gave details of the Project Read Literacy Conference to be held Thursday, March 13, 1986 from 9 a.m. to noon at the Municipal Services Building in South San Francisco. John Sullivan will be Master of Ceremonies, Roberta Teglia will present opening remarks and Al Teglia will make closing remarks for the Conference. A panel discussion on literacy will include an adult learner from the Project; Gary Strong, State Librarian; Lenny Goldberg, author of "Literacy, Employment and the California Economy"; Jeanne Goodrich, City Librarian of South San Francisco; and Bruce Feitz, Vice President of the Chamber of Commerce of Daly City.

Bianca remarked that National City, California sponsored a very successful conference recently and ours should be a model for other cities to follow.

Bianca also reported that to date Project Read has 56 pairs of tutors and students.

OLD BUSINESS

Bayshore School/Library Project

John Sullivan gave a follow-up report on the meeting with Superintendent Stan Rose regarding sharing space and resources. At the Bayshore School District Board meeting on January 14, 1986, the matter was presented and discussed but rejected for valid reasons including concerns about breach of security on school grounds and the possibility of vandalism.

Employment Lists

Employment lists for Librarian I and II and Library Assistant I and II are now complete. Mr. Sullivan has requested upgrading the Children's Services Librarian position to Librarian II in order to be able to hire a candidate with the necessary experience and background to do the job.

Library Hours

Extending hours at Serramonte and Westlake Branches is to be discussed with the City Manager. There are questions to be answered in regard to staffing and continuance of the service into next fiscal year. Mr. Sullivan has suggested three possible dates for starting expanded service hours:

March 3, 1986
March 22, 1986 - Kickoff day of 75th Ann. celebrations
April 7-12, 1986 - National Library Week

Other

Bianca Caserza affirmed that the Open House for Project Read will be during National Library Week, April 7-12. The date is not yet set but the Open House will definitely be held at Serramonte Library.

John Sullivan announced that he and Linda Crowe, PLS Coordinator, are planning on being part of a California delegation to Washington D. C. for National Legislative Day - April 8, 1986 to participate in lobbying efforts on behalf of libraries. Congressman Tom Lantos has been very helpful and welcomes having the delegation come to Washington.

John Sullivan reported that SB1220, Library Construction and Renovation Bond Act has been defeated. An attempt will be made to get SB1220 on the June ballot.

The meeting was adjourned at 9 p.m. The next regular meeting will be March 18, 1986 in Serramonte Library

DALY CITY PUBLIC LIBRARY
Minutes of the Regular Meeting - February 18, 1986

Community Room.

PLS/SAB FORUM
San Mateo City Library
March 4, 1986
1:30-4:30

REVISED AGENDA

1. Introductions
   a. Beth Svee - PLS Board
   b. Christine Scott - SAB

2. Slide Show & PR
   a. Slide Show(Maggie Pierson & Jack Frakes)
   b. PR - Christine Scott

3. SAB Contributions - Claudia Argyres

4. Service to Unserved - Introductions by Linda Crowe
   a. Jail Project - Chuck Cadigan
   b. Literacy Group - Leslie Shelton
   c. Outreach - Rhea Rubin
   d. Aging Program - Bi-Folkal Kits - Susan Garbuios

5. Art Rise/PLS Grant - Maggie Pierson

6. Automation - Linda Crowe will do Introductions
   a. GEAC - Lois Kershner
   b. Micro Computer - Al Escoffier

7. Planning - Jeanne Goodrich
   a. Plusnet
   b. Retreat
   c. JPA
8. Closing Remarks - Beth Svee

(Talks will be limited to ten minutes.)

3:45 to 4:00 - Tour of San Mateo City Library(Allowance for setting up for reception)

Managers Review Committee and Library Trustees will be invited to the whole meeting. Board of Supervisors, City Councilmen and State Assemblymen will be invited to the reception.

Linda Crowe will make arrangements for food&serving materials through Gourmet Chateau.

Daly City Public Library

BOARD OF TRUSTEES

March 18, 1986

CITY OF DALY CITY
CITY CLERK
MAR 14 10 29 AM '86

Serramonte Library
Conference Room

AGENDA

7:30 p.m.

I ROLL CALL

II MINUTES

III ADOPTION OF AGENDA

IV STATISTICS

V REPORTS

A. Peninsula Library System Advisory Board
B. North San Mateo Literacy Project
C. Friends of the Library
D. Peninsula Library System

VI NEW BUSINESS

A. New appointments and re-assignments
B. Restoration of morning service hours
C. National Library Week
D. Legislative up-date

VII OLD BUSINESS

A. Librarian II employment list
B. Needs Assessment Project

3015

DAL CITY PUBLIC LIBRARY
Minutes of the Regular Meeting - March 18, 1986

CITY OF DALY C
CITY CLERK
APR 9 9 30 AM

The meeting was called to order by Chairman Bianca Caserza at 7:36 p.m.

ROLL CALL — Present: Bianca Caserza; Rolito Recio; Sarah Kelechava; Linda Saltzer, Asst. City Librarian; John Sullivan, City Librarian.
Excused: John Morrice, Dianne Leonetti

MINUTES — The minutes of the previous meeting were approved as submitted.

ADOPTION OF THE AGENDA
Add CALTAC under Reports and Library Programs under New Business

STATISTICS — February circulation statistics were distributed to Board members.

REPORTS

Peninsula Library System Advisory Board

Bianca Caserza reported on the PLS/SAB Forum held March 4th at San Mateo Public Library. The program included introductions by Beth Svee, City Librarian at San Bruno Public Library, a new slide show made by Maggie Pierson and Jack Frakes and SAB projects by Claudia Argyres. Service to the Unserved, introduced by Linda Crowe presented talks by Chuck Cadigan on the Jail Project, Leslie Shelton on the Literacy Group, Outreach by Rhea Rubin and Susan Garbuios demonstrating Bi-Folkal Kits for the Aging Program. Maggie Pierson and Eli Simon spoke on a play reading program sponsored by PLS and Art-Rise and Lois Kirshner presented material on the GEAC automated circulation system. Al Escoffier of Burlingame Library spoke on use of micro-computers in PLS libraries and Jeanne Goodrich presented information on PLUSNET, networking conferences and staff development. PLS Director, Linda Crowe, explained the PLS budget. State Librarian Gary Strong attended the Forum and Daly City was well represented by Ray Letsinger, Deputy City Manager; Councilman Albert Teglia ; former member of The California State Library Board, Verna Teglia; John Palmer, Richard Rumery and Rulon Scoville of the Daly City Friends of the Library; as well as Sarah Kelechava, Trustee and John Sullivan, City Librarian.

North San Mateo Literacy Project

Bianca Caserza attended the Literacy Conference with fellow Trustee Sarah Kelechava. It was held at the Municipal Services Building in South San Francisco on March

13th from 8:30 to 12 noon. Bianca complimented John Sullivan on his splended job as Master of Ceremonies for the day.

The Conference was attended by approximately 100 byusiness and community leaders. It's purpose was to make the problem of illiteracy visible. Stress was placed on committment from the community at large rather than funding.

State Librarian Gary Strong gave a speech called "What Does Functional Illiteracy Mean?". Adult learner Penny Anderson spoke to the group from a student's point of view. Lennie Goldberg reviewed his book "Literacy, Employment and the California Economy". Small group discussions followed on the subject "What Can We Contribute to Project Read."

John Sullivan announced new tutor training sessions at Serramonte Library in the month of April.

Friends of the Library

John Sullivan reported the next FOL meeting will be March 27th at the Westlake Library. Helen Stout will review "The Clan of the Cave Bear" by Jean Auel. He offered his condolences to the family of Betty Martinez, member of Friends and to Librarian Adrienne Savetnick on the death of her mother recently.

March is membership month for the Friends of the Library.

Peninsula Library System

John Sullivan enumerated ongoing PLS projects. They are: A system-wide card study task force, a film center study, and examination of new technology, i.e. developmwent of an on-line catalog.

Rolito Recio asked about the on-line catalog and John explained it would be a systemwide tool which would replace the card catalog. It would provide terminals for the public to search a system which contained the same information as the present card catalog, but would provide an extensive data base containing not only the holdings of the local library, but other libraries as well.

Linda Saltzer explained than an on-line catalog is a very sophisticated advance from the old method. Ability to search for books expands radically with on-line methods and the future could include home terminals for searching for material.

Both Linda and John stated that an on-line catalog system takes years of planning to develop.

California Association of Library Trustees and Commissioners

Bianca Caserza reported on a CALTAC workshop held on March 1st at San Jose Public Library. The program began with introductions by Dorothy Bertucci, CALTAC President. Topics covered were: Trustees and Commissioners as Catalysts by Aileen Schrader, New and Significant Legislation on State and Local Levels by Gary Strong, Your Community Library by Linda Wood and Promotion of Liraries as Information Centers by Larry Orenstein.

Sarah Kelechava also attended this workshop. Both she and Bianca agreed it was very stimulating and informative.

NEW BUSINESS

New Appointments and Reassignments

John Sullivan handed out a memo recently sent to Peninsula Library System libraries, announcing the appointment of current Serramonte Branch Manager Cathie Scalice to the position of Children's Services Librarian for Daly City. Cathie has already started to work on several projects in her new role.

Restoration of Service Hours

John Sullivan announced expanded service hours at Westlake and Serramonte Branches to begin March 14, 1986. Both Branches will be open at 10 a.m. beginning that date. Press releases on the new service hours have been sent to local newspapers.

National Library Week

John Sullivan reported that during National Library Week, April 6th to April 10, 1986, all libraries will display posters and exhibits for the occasion. Open House for the Literacy Project will be held at Serramonte Library on April 9th from 4 to 6 p.m. to celebrate National Library Week.

Librarian Cath Scalice will present a READATHON in the City Council Chambers on April 10, 1986. Daly City citizens reading material from their favorite books will include Mayor Giammona; Councilman Teglia; Councilwoman Powell; Trustee Bianca Caserza; Alex Esclamada, editor of Philippine News; Fire Chief Richard Bridges; Bruce Feitz of the Daly City Chamber of Commerce and Samuel Chandler, City Historian. The public is invited to this event and brown bag lunces are welcome.

John Sullivan stated he will be in Washington D. C.

during Library Week as part of a California delegation to lobby for libraries on the Federal level.

Legislative Up-date

John Sullivan informed the Board that SB1220, Library Construction and Renovation Bond Act has been defeated in the State Legislature.

Library Programs

John Sullivan stated that Earthquake Preparedness Week will be held in Daly City April 12th to the 20th. The Library has coordinated with the Fire Department in presenting a display. Special materials have been prepared for public use during this week.

OLD BUSINESS

Librarian II Employment List

Mr. Sullivan stated that the Employment List for Librarian II is ready. He has received permission to hire a Librarian from this list in lieu of a Librarian I position. The duties of the new appointee will be Reference and Adult Services at Serramonte Branch. Adrienne Savetnick will add to her duties the supervision of circulation staff in all four Daly City Libraries.

Needs Assessment Project

Linda Saltzer met last Thursday evening, March 13, 1986, with members of the Philipino community. Attending were Rolito Recio, Library Trustee; Angel Nglo; Chito Balagtas, Ray Manansala and Mario Panoringan. They are very curious about the Project and asked incisive questions regarding the relevance of it to their community.

Rolito Recio stated he has names of other people to be included in future meetings. He will call them to set up another session.

Linda Saltzer hopes to conduct part of the survey for the Needs Assessment Project in Tagalog, especially for senior citizens. The structure of questions will be formulated at the next meeting.

The meeting was adjourned at 8:58 p.m. The next regular meeting will be April 15, 1986 at 7:30 p.m.

CITY OF DALY CITY
CITY CLERK
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Daly City Public Library
BOARD OF TRUSTEES

April 15, 1986

Serramonte Library
Conference Room

AGENDA

7:30 p.m.

I. ROLL CALL

II. MINUTES

III. ADOPTION OF THE AGENDA

IV. INTRODUCTION OF NEW STAFF

V. STATISTICS

VI. REPORTS
A. Peninsula Library System
B. System Advisory Board
C. North San Mateo Literacy Project
D. Friends of the Library
E. Legislative up-date

VI. NEW BUSINESS

A. 1986-87 budget

VII. OLD BUSINESS

A. National Library Week
B. Needs Assessment

APR 24 10 25 AM '86

Daly City Public Library
Minutes of the Regular Meeting
April 15, 1986

The meeting was called to order by Chairman Bianca Caserza at 7:40 p.m.

ROLL CALL Present: Dianne Leonetti; Rolito Recio; Bianca Caserza; Sarah Kelechava; Linda Saltzer, Asst. City Librarian; John Sullivan, City Librarian.

Absent: John Morrice

MINUTES The minutes of the previous meeting were adopted with the following changes: Change spelling of names - Angelo Balagtas and Chito Laygo. MSP Kelechava, Recio

ADOPTION OF THE AGENDA Agenda adopted without changes.

INTRODUCTION OF NEW STAFF

John Sullivan announced that newly appointed Librarian II Patricia Harding started work on April 17, 1986 at Serramonte Branch. Newly appointed part time librarian Lolly Pineda also started work at Serramonte Branch the same day.

STATISTICS

Monthly statistics for March were handed out to Board members. It was remarked that circulation statistics are slightly ahead of this same month in 1985.

Linda Saltzer stated this indicates that increased reference service and expanded hours are bringing increased response from library users.

Linda also reported that reference questions are increasing at both Serramonte and Westlake Branches. New Reference Librarian Patricia Harding will be taking a large role in materials selection and reference work at both Branches.

Linda will request a statistical breakdown from the automated circulation system which will indicate transactions made daily by each hour of the day. While such a figure will not indicate the number of patrons actually attending the library to use the copy machine, reac magazines, etc., it can highlight peak use hours and this can help in scheduling staff for better service and efficiency.

REPORTS

Peninsula Library System

John Sullivan gave a demonstration of a Bi-Folkal Kit available through the PLS Film Center. The Kit, called "Remembering Fall", consisted of slides and a carousel, a bag of items related to the season of Fall, an audio cassette and a video tape. The purpose of the Kit is to stimulate memory and nostalgia. It is used primarily in convalescent homes and for shut-ins by the Outreach Librarian. Booklets accompany the visual materials . They contain poems, stories and songs appropriage to the subject matter.

Bi-Folkal Kits are available in serveral subject subjects, i.e. Remembering Spring, Fashion etc., and are a good example of a non-traditional PLS service.

System Advisory Board

Bianca Caserza reported that the April 10, 1986 meeting on technology has been cancelled. The next regular meeting of SAB will be May 1, 1986 at South San Francisco Library from 4-6 p.m.

North County Literacy Project

Bianca Caserza reported on the first birthday party/Open House given by Project Read at Serramonte Library on April 9, 1986. The event was attended by Mayor and Mrs. Giammona, Trudy Gottleib from Congressman Lantos' office, Trustees Rolito Recio and Sarah Kelechava, studets, tutors and library staff as well as the public. Students and tutors in the Project gave speeches. Visual materials, brochures and posters were exhibited.

Rolito Recio was impressed by the Literacy Project and stated he is learning a great deal about the cultural values of educational programs such as Project Reac. When he meets with members of the North County Philippino community he informs them of what he learns through such programs as the Literacy Project.

John Sullivan pointed out that the strength of the Literacy Project is its grass roots support and the one-on-one format for teachers and students. It is an idea which is proving sould in many third world developing countries.

Rolito Recio met Leslie Shelton, Project Read Coordinator, at the Open House. They discussed the problem of reaching English speaking Philippinos to encourage them to participate in the Literacy Project. Rolito stated it is difficult to know how to encourage people to enroll in this kind of program.

Friends of the Library

John Sullivan reported that the FOL Newsletter for April has been printed and distributed. On Thursday, April 24, 1986 at 10 a.m. at Westlake Branch the book review will be presented by John Palmer. He will review "The Glory and the Dream" by William Manchester. Lunch will follow at Joe's of Westlake.

Legislative Up-date

Assembly Bill 1220 has been defeated in the State Legislature.

John Sullivan reported on his trip to Washington D.C. during National Library Week. He and Linda Crowe, PLS Coordinator, attended ALA Legislative Day as part of a California delegation which included Katherine Hyer from U.C. Berkeley Library. On Monday, April 7th, after picking up information packets from the ALA office in Washington, various legislator's offices were visited by the delegation. Visited were the office of: Barbara Boxer, Tom Lantos, Sala Burton, Alan Cranston, Ed Zschau, Ron Dellums and Ed Roybal.

Mr. Sullivan felt it was worth the experience in making libraries visible to these legislators.

Legislative Day in California will be held at the California State Library on Wednesday, May 14, 1986. Registration begins at 8:30 a.m. John will be in contact with Trustees about arrangements to attend. CLA has arranged a block of sleeping rooms in Sacramento for delegates to stay overnite if so desired.

NEW BUSINESS

1986/87 Library Budget

Mr. Sullivan stated that while he attended Legislative Day in Washington D.C., Linda Saltzer and Adrienne Savetnick finished preparing the 1986/87 budget requests. They were delivered to City Manager's office on Monday, April 14th. Finance Department will check the documents, they go to City Manager's office for recommendations and discussion with the Department Head, then on to the City Council for approval.

Linda Saltzer reported that the submitted budget is 5% over last year's as required by the City.

Supplemental requests were made for an additional Librarian I position and an upgrade from Librarian II to Librarian III position for Adrienne Savetnick. If the Librarian I position is granted, the appointee will serve John Daly and Bayshore Branches to increase supervision and improve service levels.

Also requested were additional funds for the book budget and part time salaries. A supplemental request for $20,000 for the Books and Materials fund was submitted and $5,000 was requested for the P/T salaries.

It is hoped that increases in positions and salaries for professional staff will further improve public service and possibly enable Serramonte and Westlake Branches to extend later evening hours. Also, staff will be rotated to differenct assignments for flexibility with new places and tasks, variety of experience necessary for growth, as well as establishing a consistency of service at all four libraries.

Linda handed out copies of the Goals and Ojbectives portion of the budget. This document is part of the budget preparation process and is used to justify budget requests.

OLD BUSINESS

National Library Week

The Project Read Open House held at Serramonte Branch during National Library Week was a great success

City of Daly City
Daly City Public Library
Minutes of the Regular Meeting
April 15, 1986

The READATHON held at City Hall during National Library week was not well attended. Those who did go to hear the readings enjoyed it very much.

Needs Assessment Project

Linda Saltzer met in late March with a large group of representatives of the Daly City Philippino community. One basic question evolved from this meeting; When conculusions are reached after the Needs Assessment Study is complete, what next? Linda will be consulting with her project advisor about formulating a response to this question and also about the approach and types of questions to be asked during the study. She also feels the time frame assigned does not match the needs of the study. It needs to be slowed down.

Other

A crossword puzzle created by Children's Librarian Cath Scalice was given to each Trustee. This puzzle is used for classes of children visiting the Library. The answers can be found in the card catalog. The puzzle is a popular and effective aid in teaching library skills.

The meeting was adjourned at 9:15 p.m. The next regular meeting will be May 20, 1986 at 7:30 p.m.

CITY OF DALY CITY INTER-OFFICE MEMORANDUM

TO Library Board of Trustees DATE April 23, 1986

FROM John Sullivan, City Librarian

SUBJECT State Legislative Day

The California Library Association needs to know by May 2, 1986 how many people are planning to attend State Legislative Day in Sacramento on May 14, 1986 (Wednesday).

If you are planning to attend, please call my office, 991-8025, by Wednesday, April 30th so that you can be registered as attending.

We usually car pool, leaving from a central location at about 7 a.m. and arriving back in Daly City before 6 p.m. It is a long day but has been, in the past, a day of accomplishment and enjoyment. I urge you to participate, if you can .

Daly City Public Library
BOARD OF TRUSTEES

May 20, 1986

Serramonte Library
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. ADOPTION OF THE AGENDA

IV. STATISTICS

V. REPORTS

A. Peninsula Library System

B. System Advisory Board

C. North San Mateo Literacy Project

D. Friends of the Library

E. Legislative up-date

VI. NEW BUSINESS

A. Summer Reading Program

VII. OLD BUSINESS

A. Bayshore Library

B. Needs Assessment

DALY CITY
JUN 10 3 58 PM '86

Daly City Public Library
Minutes of the Regular Meeting
May 20, 1986

The meeting was called to order by Chairman Bianca Caserza at 7:37 p.m.

ROLL CALL Present: Bianca Caserza; John Morrice; Rolito Recio; Sarah Kelechava; John Sullivan, City Librarian.
Absent: Dianne Leonetti

MINUTES Minutes were corrected as follows:
Page 2 - North County Literacy Project - Change name Trudi Gottleib to Margery Farrar.
Under New Business - 1986/76 Budget - Eliminate name Adrienne Saventick.

ADOPTION OF AGENDA - Remove Needs Assessment under Old Business - replace with 86/87 Budget and add Video Plan.

STATISTICS

John Sullivan informed the Board that for the first time since 1984 total circulation is above the 20,000 mark. He stated this is probably due mainly to earlier opening hours at Westlake and Serramonte Branches.

Daly City has become a net borrower for the first time due to San Francisco finally joining Universal Borrowing. Our patrons can use San Francisco libraries with a valid PLAN card.

REPORTS

Peninsula Library System

John Sullivan reported that study for a system-wide card is on-going. A system-wide registration form is to be adopted soon.

The May issue of the PLS newsletter Spectacles was distributed to Board Members. Bianca Caserza commented favorably on the Daly City Library article in the newsletter and the article written by Adrienne Savetnick.

A description of the proposed activities and events for the PLS booth at the San Mateo County Fair was distributed.

Mr. Sullivan stated that the PLS Administrative Board is examining the necessity and feasibility of upgrading the GEAC automated circulation system. The maximum number of terminals are now on the current system but more will be needed in the future. If the system is upgraded it may be a new model and may include an on-line catalog. Growth in library use will definitely demand a greater capacity computer. Early planning will allow time for funding an upgrade project.

John Sullivan presented the PLS slide show called "Information Please - Get It At the Library." This slide presentation describes all PLS serives.

Rolito asked where the slide show is used. Mr. Sullivan replied that it is available to all community groups in San Mateo County and has been shown to City Councils.

System Advisory Board

Bianca Caserza reported on the last SAB meeting held in South San Francisco on May 8, 1986. Several members will be leaving the Board in the near future. Christine Scott, Chairman, and Bianca Caserza both have terms of service ending. Claudia Agyres will be president of SAB next year.

Christine Scott have a report at the meeting on SAB accomplishments to date. Maggie Pierson gave a report on the student drama classes held at South San Francisco Library. They have been very successful and more classes are being scheduled for both South San Francisco branches for children ages 7-9. Bob Deane of Menlo Park gave a presentation on Menlo Park Library Volunteer program. Approximately 50 volunteers work at this library year round.

PLS/SAB will hold a Retreat Day at the Bach Dynamite and Dancing Society facility in Half Moon Bay on June 10, 1986.
Orientation of new SAB members will take place at San Mateo County Library Headquarters in September.

John Sullivan complimented Mrs. Caserza and thanked her for her interest and performance as a SAB member. A new candidate will be needed from Daly City for the coming year. This must be a person who is vitally interested in libraries. Literacy Project Tutor and FOL Board Member Richard Rumery was suggested by Mr. Sullivan as a possible candidate.

North County Literacy Project

Bianca Caserza reported that the Literacy Project students held a dance for their tutors. Approximately 50 people attended and a good time was had by all.

Thursday 5/22/96 there will be a meeting of the Literacy Council.

John Sullivan reported that ABC and PBS television networks are going to work jointly on a project about literacy in America. In late April PBS staff interviewed Leslie Shelton, Project Coordinator for Project Read on the Literacy Project in North San Mateo County. Also attending this session were 2 mayors, 4 tutors, 2 adult learners and Project Read staff. The interview lasted 4 hours and was very thorough. The program on literacy in America will be aired in late September.

A video teleconference on the problems of literacy will take place on June 2, 1986. KCSM will provide the local facilities for attendees.

Bianca reported that on Friday, May 23rd a consultant on Outreach will be meeting with Leslie Shelton on how to reach more people for Project Read activities.

Friends of the Library

John Sullivan announced the FOL General Membership meeting will be on May 28, 1986 at 7:30 p.m. at Serramonte Library.
The program includes Election and Installation of Officers as well as presentation of honors and gifts.
Ruth Hoppin will read "Aspects of Space" from her new book "Space Age Poems."
Richard Rumery of Project Read will present a program dealing with illiteracy in America and what is being done about it.

Legislative update

John Sullivan reported that he, Rolito Recio, Bianca Caserza, Sarah Kelechava and Maggie Pierson of SSF Library attended the 5th Annual Legislative Day in Sacramento on May 14th. Various representatives were visited on behalf of libraries. Assemblyman Papan was especially gracious and helpful to the library delegation. The turnout of delegates for Legislative Day was large and it is felt that five yers of increasing visibility from librarians and concerned citizens has yielded better response from lawmakers and positive results for libraries.

Mr. Sullivan opined that similar efforts on the national level would also prove effective.

NEW BUSINESS

Summer Reading Program

John Sullivan distributed printed material about the Summer Reading Program formulated by Children's Services Librarian Cathie Scalice.
The themefor the program is "Get the Scoop." Children signing up for the Reading Program will have films, making and eating ice-cream, Pam's Music Express, a horse will come to visit, another animal visiting day, a ventriloquist, a magician, Peggy Smith and her squad car, Bob Bales from the Oakland A's and an ice-cream social featuring songs and stories.
All Board members were delighted and impressed with the scope of the Summer Reading Program activities.

OLD BUSINESS

Bayshore Library

John Sullivan reported that shelving is currently being installed in the new room at Bayshore Library and that replacement books are arriving and being processed.

Budget

The City Council will review the Library budget recommendations on June 2, 1986 at 5:15 p.m. Trustees were invited to attend. Rolito

Recio will plan to attend.

Video Plan

John Sullivan informed the Board of a commercial video plan which supplies a collection of rental videos with display cases to libraries for $2.00 overnite rental. 50¢ of each rental would be kept by the Library with the remainder being returned to the video vendor. South San Francisco Library is using a similar plan and it seems to be working satisfactorily.

The Board was asked for its opinion on such a fee based service. Discussion ensued and Board members suggested investigating all the details of handling money, reimbursing Video Plan, tracking and responsibility of lost videos, etc., in order to determine how much staff time would need to be spent to participate in the plan.

The Board had no objection to a fee for this service, since it would be a supplement to the Free Film Center service and would be offered as a convenience rather than an essential service.

The meeting was adjourned at 9:20 p.m. The next regular meeting will be June 17, 1986 at 7:30 p.m.

OF DALY CITY
JUN 10 3 58 PM '86

Daly City Public Library
BOARD OF TRUSTEES

JUNE 17, 1986

Serramonte Library
Conference Room

AGENDA

7:30 p.m.

I. ROLL CALL

II. MINUTES

III. ADOPTION OF AGENDA

IV. STATISTICS

V. REPORTS

A. Peninsula Library System

B. System Advisory Board

C. North County Literacy Project

D. Friends of the Library

E. Legislative up-date

VI. NEW BUSINESS

A. 75th Anniversary Parade

B. Library Sales Shop

VII. OLD BUSINESS

A. Bayshore Library

B. 86/87 Budget

C. Video Plan

VIII. OTHER

CIT. F DALY CITY INTER-OFFICE MEMORA)M

TO City Manager's Office

DATE 6/23/86

FROM Library

SUBJECT July Board meetings

CITY OF DALY CITY
CITY CLERK
JUN 23 4 05 PM '86

Due to lack of quorum both the Library Board of Trustees and the History, Arts and Science Commission have cancelled July meetings. Next regular meetings will be:

Library Board - August 19, 1986 - 7:30 p.m.
Serramonte Library Conference Room

History, Arts and Science - August 5, 1986 - 7:00 p.m.
Civic Center - Conference Room

cc: All libraries
City Clerk

DALY CITY PUB[illegible] LIBRARY - BOARD OF TRUSTEES
Minutes of the Regular Meeting - June 17, 1986

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[illegible]
AUG 14 9 14 AM '8

The meeting was called to order by Chairman Bianca Caserza at 7:32 p.m.

ROLL CALL: Present: Bianca Caserza; John Morrice; Rolito Recio; Sarah Kelechava; John Sullivan, City Librarian.
Excused: Dianne Leonetti

MINUTES: The minutes of the previous meeting were approved as submitted.

ADOPTION OF AGENDA: A motion was approved to adopt the agenda as submitted. MSP Kelechava, Recio.

STATISTICS:
Library statistics for April and May were handed out to the Board. John Morrice remarked that the number of reference questions handled at Serramonte Branch is larger than at Westlake Library. John Sullivan replied this is due to higher levels of staffing at Serramonte and the fact that the main reference collection is now at the Main Serramonte Branch.

REPORTS

Peninsula Library System
John Sullivan reported on the PLS retreat held at the Bach Dynamite and Dancing Society facility in Half Moon Bay on June 10, 1986. The retreat was divided into two groups of presentations, one in the morning and one in the afternoon. PLS programs were discussed and a summary of past accomplishments was given. After the retreat, refreshments were taken at the home of Beth Svee, City Librarian at San Bruno Library.

System Advisory Board

Bianca Caserza explained that SAB is in summer recess for the months of June, July and August.

John Sullivan announced that a memo to Deputy City Manager Ray Letsinger has been sent, recommending that Richard Rumery, Literacy Tutor and Friends of the Library Board member, be appointed to System Advisory Board as Daly City representative.

North County Literacy Project

Bianca reported on the organizational meeting of the North County Literacy Council held on May 22,

1986. The meeting was attended by various civic groups and library staff from North San Mateo County. Its purpose is to provide outreach to persons needing literacy skills, develop a network between basic skills and literacy providers and to increase community awareness. The next meeting of the Council will be Thursday, June 26, 1986 at 4 p.m. at West Orange Library.

Bianca attended a Penlit meeting in Belmont on May 29, 1986. Discussed at the meeting were: Literacy Project booth at the San Mateo County Fair, a poetry reading by Jim Daniels on July 20, 1986, and International Literacy Day on September 7, 1986.

John Sullivan enumerated the programs on literacy occuring in the media in the month of September. Both National networks, ABC and PBS, will air materials that month. (see attachment)

Rolito Recio asked if the Literacy Campaign is a national one.

John Sullivan replied that funding sources are both Federal and State with each state runing its own literacy program.

Bianca explained that a Task Force for San Mateo will be formed in the future in order to provide coordination and information, build local activities, and coordinate media outreach efforts on this important subject. First meeting of the Task Force will be Friday, June 27, 1986, 1:30 p.m. at College of San Mateo, Admin. Bldg. Room 115.

North County Literacy Project activities coming up are:
Pot Luck at West Orange Library -6/18/86 from 6-7 p.m.
Tutor Training - Group # 10, July 10,12,17,31 at Serramonte Library Community Room.
In-service Training by Lisa Jesus - July 16th at Serramonte Library Community Room.

Bianca reported that the new Outreach Consultant Rosemarie Cameron will concentrate on the needs of the Daly City area.

Friends of the Library

John Sullivan reported on the FOL meeting of May 28, 1986. New officers were installed. They are:

President - Rulon Scoville

Vice President - Elsie Martin
Secretary - Rosemary Lund
Treasurer - Mary Short
Directors - Georgia Esteves, Bunny Gillespie, Esther Hough, Richard Rumery.

Poet Ruth Hoppin read from her book "Space Age Poems" and Leslie Shelton presented a slide show on the Literacy Project.

The Fol donated $400 to the Library for its annual gift. This amount was in addition to $1,200 contributed throughout the year to provide children's programs and materials.

Legislative Up-Date

John Sullivan told the Board that Senate Bill 2493 will be heard by the Assembly Public Investments, Finance and Bonded Indebtedness Committee on June 23, 1986. This California Library Construction and Renovation Bond Act is for $200 million with $50 million slated for restoration of Los Angeles Central Library.

OLD BUSINESS

Bayshore Library

John Sullivan stated that shelving is now in place at Bayshore, new furniture has been ordered and books continue to be purchased and stocked. New copy machines are now available at both Bayshore and John D. Daly Branch.

86/87 Budget

John Sullivan and Rolito Recio were present at the budget public hearings at Civic Center. The Council asked no questions about Mr. Sullivan's detailed summation of requests. The budget will be passed by June 30, 1986.

Video Plan

Mr. Sullivan will be meeting with South San Francisco City Librarian Jeanne Goodrich to discuss how much staff time is entailed to provide this service.

OTHER

Summer Reading Program

The Summer Reading Program will start with an ice cream making party at Serramonte Branch tomorrow, 6/18/86. All Branches are ready with material and instructions for the entire summer's activities.

Needs Assessment

Linda Saltzer held a meeting with members of the Philippino community on Saturday, June 14, 1986 at Serramonte Branch. This meeting will be written up by Linda and presented to the Board at a later date.

Miscellaneous

John Morrice's term on the Library Board expires June 1986. He will continue to serve until replaced or reappointed.

John Sullivan will be attending the ALA Convention in New York and then will be on vacation. His absence from the City will be from June 28 to July 19.

The July Board meeting will be cancelled. The next regular meeting will be on August 19, 1986 at 7:30 p.m.

There being no further business to discuss, the meeting was adjourned at 9:30 p.m.

Attachment 1

B. ABC Activities will include:
A documentary on the problem of illiteracy to be aired at 10:00 pm Eastern Time on Sept. 3, a feature story on "This Week With David Brinkley" on Sept. 7, a series of stories on World News Tonight for the week of September 8th, a feature on 20/20 and Nightline with Ted Koppel during September, a story on "ABC Notebook" in October, featured on "Good Morning America", P.S.A.'s throughout the year to ABC radio affiliates, and a made-for-TV movie scheduled for the end of the year.

C. PBS Activities will include:
This teleconference, a WQED nationwide documentary on solutions to be shown September 17th at 8:00 pm (several California Literacy Campaign programs will be in this), an Arkansas documentary on high school dropouts, a KCET Los Angeles series called "The American Ticket", and provision of press kits, posters, and brochures about PLUS to be available in July.

City of Daly City
LIBRARY BOARD OF TRUSTEES

AUG 14 9 14 AM '86

Serramonte Library
Conference Room

AGENDA

August 19, 1986
7:30 p.m.

I. ROLL CALL

II. MINUTES

III. ADOPTION OF AGENDA

IV. STATISTICS

V. ELECTION OF OFFICERS

VI. REPORTS

A. Peninsula Library System

B. System Advisory Board

C. North County Literacy Project

D. Legislative up-date

E. California Library Association

VII. NEW BUSINESS

A. Proposition 61- Gann Initiative

B. Library Sales Shop

VIII. OLD BUSINESS

A. 75th Anniversary

IX. OTHER

CITY OF DALY CITY - LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING - AUGUST 19, 1986

THE MEETING WAS CALLED TO ORDER BY CHAIRMAN BIANCA CASERZA AT 7:45 P.M.

ROLL CALL

PRESENT: BIANCA CASERZA; DIANNE LEONETTI; SARAH KELECHAVA; JOHN SULLIVAN, CITY LIBRARIAN.

ABSENT: ROLITO RECIO

EXCUSED: JOHN MORRICE

MINUTES THE MINUTES OF THE PREVIOUS WERE ADOPTED AS SUBMITTED. MSP KELECHAVA, LEONETTI.

ADOPTION OF THE AGENDA

THE AGENDA WAS ACCEPTED AS WRITTEN.

STATISTICS

JUNE AND JULY LIBRARY STATISTICS WERE DISTRIBUTED TO BOARD MEMBERS. BOTH MONTHS SHOWED INCREASES IN CIRCULATION FOR JUVENILE AND ADULT FROM LAST YEAR. JOHN SULLIVAN REMARKED THAT ADDING SERVICE HOURS PLUS A VERY WELL ATTENDED SUMMER READING PROGRAM ACCOUNT FOR THE INCREASE.

ELECTION OF OFFICERS

BIANCA CASERZA NOMINATED SARAH KELECHAVA FOR PRESIDENT AND DIANNE LEONETTI FOR VICE PRESIDENT. THE TWO CANDIDATES WERE UNANIMOUSLY ELECTED.

SARAH KELECHAVA AND JOHN SULLIVAN COMPLIMENTED AND THANKED BIANCA FOR HER LEADERSHIP ON THE LIBRARY BOARD AND HER SERVICE TO THE SYSTEM ADVISORY BOARD AND PROJECT READ.

REPORTS <u>PENINSULA LIBRARY SYSTEM</u>

JOHN SULLIVAN REPORTED THAT COUNTY SUPERVISOR WILLIAM SCHUMACHER HAS VOICED OBJECTION TO USE OF VIDEO CASSETTES IN PLS LIBRARIES. MR. SCHUMACHER BELIEVES THIS COMPETES WITH VIDEO RENTAL BUSINESS AND WAS ESPECIALLY CRITICAL OF THE FILM "RAMBO" BEING AVAILABLE IN LIBRARIES.

PLS WILL RESPOND TO THESE COMPLAINTS WHEN A FORMAL LETTER FROM THE BOARD OF SUPERVISORS IS RECEIVED.

ON THURSDAY, 8/21/86 A SYSTEM RESPONSE TEST WILL BE CONDUCTED IN LIBRARIES THROUGHOUT THE GEAC SYSTEM. THIS TEST IS A REQUIREMENT PRIOR TO FINAL PAYMENT

FOR THE AUTOMATED CIRCULATION SYSTEM. RESULTS OF THE TEST WILL BE COMPILED COUNTY-WIDE AND DISCUSSED WITH THE VENDOR.

MR. SULLIVAN ATTENDED A MANAGERS REVIEW COMMITTEE MEETING ON FRIDAY, AUGUST 15, 1986. THE PURPOSE OF THE MEETING WAS TO DISCUSS UPGRADING THE GEAC AUTOMATED CIRCULATION SYSTEM. LOIS KERSHER, PLAN DIRECTOR GAVE A PRESENTATION ON REASONS WHY AN UPGRADE WILL BE NEEDED. CITY MANAGERS FROM MOST JURISDICTIONS IN THE COUNTY ATTENDED THE MEETING. QUESTIONS ASKED INCLUDED, WHEN WILL AN UPGRADE BE NECESSARY, HOW MUCH WILL IT COST AND HOW WILL THE PROJECT BE FUNDED.

THE MANAGERS REVIEW COMMITTEE WILL MEET AGAIN AFTER THE FIRST OF NEXT YEAR.

SYSTEM ADVISORY BOARD

BIANCA REPORTED THAT THE NEW SAB MEMBER FROM DALY CITY WILL BE RICHARD RUMERY.

NORTH COUNTY LITERACY PROJECT

BIANCA CASERZA ANNOUNCED THAT THE NEW OUTREACH COORDINATOR FOR THE LITERACY PROJECT IS ROSE MARIE CAMERON. SHE HAS BEEN HIRED FOR 6 MONTHS AND IS A VERY DYNAMIC WORKER.

KAISER HEALTH PLAN RECENTLY INCLUDED AN ARTICLE ON PROJECT READ IN THEIR NEWSLETTER TO MEMBERS.

COPIES OF THE PROJECT READ NEWSLETTER "TUTOR NEWS", AUGUST EDITION WERE HANDED OUT TO BOARD. IT CONTAINS INFORMATION ON PROJECT EVENTS FOR LITERACY MONTH IN SEPTEMBER.

BIANCA STATED THAT 90 PAIRS OF TUTORS/STUDENTS HAVE BEEN PAIRED TO DATE THROUGH THE PROJECT. THE DROP OUT RATE IS VERY LOW.

NORTH COUNTY LITERACY COUNCIL NOW HAS REPRESENTATIVES FROM SKYLINE COLLEGE, ADULT EDUCATION AT JEFFERSON HIGH SCHOOL DIST., AMFAC, SOCIAL SERVICES DEPT. OF SOUTH SAN FRANCISCO AND THE CHAMBER OF COMMERCE.

DURING LITERACY MONTH THE PG&E WILL INCLUDE AN ARTICLE ON LITERACY IN THEIR NEWSLETTER, SAM TRANS WILL FEATURE BUSCARDS ON LEARNING TO READ AND THE DALY CITY CHAMBER OF COMMERCE HAS AN ARTICLE IN THEIR NEWSLETTER.
AT THE DALY CITY COUNCIL MEETING 8/25/86 MAYOR

GIAMMONA WILL ISSUE A PROCLAMATION FROM THE COUNCIL IN SUPPORT OF ADULT LITERACY MONTH IN SEPTEMBER. RICHARD RUMERY, BIANCA CASERZA AND BRUCE FEITZ OF THE CHAMBER OF COMMERCE WILL BE ON HAND TO ACCEPT THE PROCLAMATION ON BEHALF OF PROJECT READ.

BIANCA REPORTED THAT A NEW STAFF MEMBER WILL BE ADDED TO THE PROJECT READ OFFICE. THIS WILL BE A 35 HOUR A WEEK CLERICAL AND OFFICE POSITION.

Legislative Up-date

JOHN SULLIVAN HANDED OUT COPIES OF A LETTER RECEIVED FROM STATE SENATOR ROBERTI WHICH ASKS LIBRARIANS FOR SUPPORT FOR HIS BILLS SB 1984 AND SB 2591.

ALSO DISTRIBUTED WAS A STATISTICAL FACT SHEET ON THE PUBLIC LIBRARY FUND.

California Library Association

NEWSLETTERS AND ELECTION BALLOTS HAVE BEEN RECEIVED BY ALL BOARD MEMBERS. THE BALLOTS MUST BE RETURNED BY 9/5/86. JOHN URGED BOARD MEMBERS TO VOTE.

A PRELIMINARY PROGRAM FOR THE CLA CONVENTION IS INCLUDED IN THE NEWSLETTER. THE CONFERENCE IS TO BE IN LONG BEACH, NOV. 15 THROUGH 19TH. THE CALTAC MEETING WILL BE ON SATURDAY AND FRIENDS OF THE LIBRARY MEETING WILL BE ON SUNDAY. REGISTRATION MUST BE SUBMITTED BY AUGUST 30TH FOR TRUSTEES PLANNING TO ATTEND. ON TUESDAY EVENING OF THE CONFERENCE A RETIREMENT DINNER WILL BE HELD FOR STEFAN MOSES, CLA EXECUTIVE DIRECTOR FOR 17 YEARS.

NEW BUSINESS

Proposition 61 - Gann Initiative

INFORMATION PACKETS WERE GIVEN TO THE BOARD ON PROPOSITION 61. INCLUDED IN PACKET WERE: LEAGUE OF CA. SPECIAL BULLETIN ON THE INITIATIVE AND CAL-TAX RESEARCH BULLETIN "THE GANN PUBLIC PAY LIMIT:AN ANALYSIS".

Library Sales Shop

JOHN SULLIVAN DISCUSSED WITH THE BOARD THE IDEA OF ESTABLISHING SOME KIND OF SALES SHOP TO HANDLE SUCH ITEMS AS BOOK BAGS, PENCILS, USED BOOKS,75TH ANNIVERSARY PINS, TRIVIA BOOKS ETC. THE BOARD WAS ASKED FOR A POLICY STATEMENT CONCERNING RAMIFICATIONS OF HANDLING SALES IN THE LIBRARIES.

JOHN AND ADRIENNE SAVETNICK, LIBRARY LIAISON TO FRIENDS , ARE COMPILING A LIST OF PERSONS IN THE COMMUNITY I.E. VARIOUS GUILDS, WHO MIGHT BE INTERESTED IN MAINTAINING AND STAFFING A SHOP ON A VOLUNTEER BASIS.

BIANCA CASERZA POINTED OUT THAT THE FRIENDS OF THE LIBRARY IS THE LOGICAL CHOICE FOR A GROUP TO HANDLE SUCH AN ENTERPRISE.

SARAH KELECHAVA POINTED OUT THAT IT IS A VERY INVOLVED AND COMPLICATED PROCESS WHICH REQUIRES COLLECTION OF TAXES AND KNOWLEDGE OF BUSINESS LICENSE REQUIREMENTS.

AFTER DISCUSSION THE ATTACHED POLICY STATEMENT WAS APPROVED BY THE LIBRARY BOARD.

IT WAS ALSO AGREED THAT ITEMS SOLD IN A SHOP SHOULD NOT COMPETE WITH LOCAL MERCHANTS.

OLD BUSINESS

75TH ANNIVERSARY

JOHN SULLIVAN TOLD THE BOARD OF 75TH ANNIVERSARY PARADE PLANS. THERE WILL BE AN OPEN CAR PROVIDED FOR TRUSTEES TO RIDE IN. ONE TRUSTEE MAY RIDE IN THE PARADE DRESSED AS JOHN D. DALY.

THE PARADE WILL BEGIN AT LL A.M. ON SATURDAY, SEPTEMBER 27TH. CITY COMMISSIONERS WILL RIDE IN OPEN CARS, THE COUNTY BOARD OF SUPERVISORS WILL RIDE IN THE WELLS FARGO STAGE COACH AND POLICE, FIRE, AND PUBLIC WORKS UNITS WILL DRIVE IN THE PARADE. TWO FLOATS WILL BE INCLUDED, ONE WITH CITY STAFF AND ANOTHER WITH A REPLICA OF THE LOGO AND THE GATEWAY SYMBOL.

A FOOD FAIR WILL BE HELD AT WESTLAKE MALL THE ENTIRE WEEKEND.

OTHER THE NEW CA LIBRARY TRUSTEES DIRECTORY WAS SHOWN TO THE BOARD.

MR. SULLIVAN ANNOUNCED THAT JOHN MORRICE HAS BEEN REAPPOINTED TO SERVE ON THE BOARD FOR 3 YRS.

A LETTER HAS BEEN SENT TO CITIZEN ROSEANN EMERSON REGARDING LIBRARY SERVICE IN DALY CITY. SHE WAS ALSO SENT A LIBRARY MATERIALS APPROPRIATION TABLE.

A COPY OF THE LIBRARY GOALS AND OBJECTIVES WAS HANDED OUT TO MEMBERS FOR THEIR PERUSAL.

JOHN REPORTED THAT THE LIBRARY HAS RECEIVED APPROVAL TO APPLY FOR THREE GELLERT GRANTS:

A. $5,000 FOR CHILDREN'S AND EDUCATIONAL SOFTWARE FOR THE APPLE IIE.
B. FUNDS FOR A MICROCOMPUTER FOR THE REFERENCE DESK.
C. $25,000 FOR RENOVATION OF THE CHILDRENS COLLECTIONS.

A STATISTICAL SUMMARY OF THE 1986 SUMMER READING PROGRAM, PREPARED BY CATHIE SCALICE, WAS SHOWN TO THE BOARD. THEY WERE VERY IMPRESSED AND HAPPY WITH THE RESULTS OF THE PROGRAM.

BIANCA CASERZA SUGGESTED THE BOARD WRITE A LETTER TO THE CITY COUNCIL COMMENDING MS. SCALICE FOR THE EXCELLENT SUMMER READING PROGRAM.

JOHN INFORMED THE BOARD THAT COMMUNITY BLOCK GRANTS ARE AVAILABLE THROUGH THE COUNTY. PLS MAY QUALIFY TO APPLY FOR A GRANT TO CONTINUE THE ART-RISE DRAMA CLASSES IN THE LIBRARIES. ONE CLASS WOULD BE HELD IN DALY CITY.

THE NEW PROJECT READ POSTER WAS SHOWN TO THE BOARD.

THERE BEING NO FURTHER BUSINESS TO DISCUSS, THE MEETING WAS ADJOURNED AT 9:10 P.M. THE NEXT REGULAR MEETING WILL BE ON SEPTEMBER 16, 1986 AT 7:30 P.M.

LIBRARY SALES POLICY

The Library Board of Trustees feels that at this time, it would be inappropriate for the Library to divert any of its resources to fund raising through retail sales activities.

The Library Board of Trustees does not oppose, in principal or philosophy, fund raising for the Library through retail sales. The Board will consider whether it will encourage such activity by the Library in future. The Board will also examine any proposal from any community based, non-profit organization engaged in library related activities for the use of Library space to be used as a fund raising retail outlet, with a percentage of the gross sales being paid to the Library for the use of such space.

Until the Library Board of Trustees has further investigated the subject of retail sales in the Library, with the exception of items sold by the Friends of the Daly City Library, there will be no sales of any materials without prior approval of the Board.

Adopted 8/19/86

CITY OF DALY CITY
CITY CLERK
SEP 10 3 56 PM '86

City of Daly City
LIBRARY BOARD OF TRUSTEES

Serramonte Library
Conference Room

AGENDA

September 16, 1986
7:30 p.m.

I. ROLL CALL

II. MINUTES

III. ADOPTION OF AGENDA

IV. STATISTICS

V. REPORTS

A. Peninsula Library System
B. System Advisory Board
C. North County Literacy Project
D. California Library Association

VI. OLD BUSINESS

A. Proposition 61
B. Library Sales Shop
C. 75th Anniversary

VII. NEW BUSINESS

A. Space Utilization Study

VII. OTHER

CITY OF DALY CITY
CITY CLERK
OCT 9 4 29 PM '86

City of Daly City - Library Board of Trustees
Minutes of the Regular Meeting
September 17, 1986

The meeting was called to order at 7:45 by Vice President Dianne Leonetti and turned over to President Sarah Kelechava at 7:55 p.m.

ROLL CALL Present: Bianca Caserza; Dianne Leonetti; John Morrice; Rolito Recio; Sarah Kelechava; and John Sullivan, City Librarian.

MINUTES A motion was made and passed to accept the minutes of the previous meeting as submitted. MSP Morrice, Kelechava.

ADOPTION OF THE AGENDA

A motion was made and passed to adopt the agenda as presented. MSP Caserza, Recio.

STATISTICS

Commissioners noted that circulation statistics have been totaling around 20,000 for several months. John Sullivan remarked this is due to staff efforts to improve the quality of service and good system-wide coordination by Librarians, as well as the additional hours of morning service added last March.

REPORTS

Peninsula Library System

John Sullivan reported the PLS budget was passed at the last meeting. Total budget for FY86/87 is $1.7million, most of which is generated locally with only $73,000 coming from LSCA. PLS has more special projects funded and operating than any other system in the State.

The new PLS Recruitment Committee will be holding a seminar at San Jose State University this fall to advise Library School students on the job market requirements, how to interview, resume writing, etc. Cooperative recruitment for San Mateo County libraries is a long range goal of the new Committee. A central personnel file has been formed at PLS Headquarters to be used for checking applicants for library work both professional and clerical.

North County Literacy Project

Bianca stated that the City of Daly City Proclamation composed for Literacy Month is now housed in the Project Read office in South San Francisco.

Open House was held at Project Read on September 9, 1986. Featured was a presentation of a new slide show on the project. Bianca commented on the professional look of the slide show and will try to bring it for viewing to a Board meeting.

Rolito Recio inquired of the subject matter of the slide show and John and Bianca answered that it is about the program, interviews tutors and students and introduces staff.

On September 11, 1986 the film "The Pride of Jesse Helm" shown at Project Read.

Highlight of the month was the Literacy Project dinner for students and tutors. It was held at the Municipal Services Building in South San Francisco and over 180 people attended. Mayors and Library Directors from Daly City and South San Francisco were there, as well as representatives from Lou Papan's Office and AAUW. Especially noted was a speech by an adult learner on the benefits of learning to read.

John Morrice asked if the progress of the students in using their new abilities was known.

John Sullivan replied that some have been able to take GED exams and others have been able to pass drivers license tests.

Bianca explained that specially made coffee mugs and engraved pen sets were awarded to students depending on the length of time spent in the Project Read program.

John Sullivan remarked that the September PG&E newsletter contains an article about Project Read.

John Morrice asked if the literacy students are overcoming shyness now that they have embarked on learning how to read.

John and Bianca both replied "definitely".

California Library Association

John Sullivan reported that President Sarah Kelechava and himself had been registered for the CLA Convention. When confirmation is received he will relay details to President Kelechava.

OLD BUSINESS

Proposition 61 - Gann Initiative

John handed out a new information packet on Prop. 61 prepared for staff by the City Manager's Office.

Library Sales Shop

Librarian Adrienne Savetnick will chair a meeting on Thursday, September 18, 1986 to discuss retail sales shop project under the auspices of the Friends of the Library.

75th Anniversary

John Sullivan reported that the parade on September 27th promises to be wonderful. More and more entrants have been signing up for the event. Details are to be forwarded to Trustees regarding when and where to go to ride in the parade. After the parade refreshments will be provided at Westlake Park for City staff and there will be an International Food Fair in the Westlake Shopping Center all weekend.

John Morrice will go to Fantasy Island Costumes to pick up his John Daly Costume for parade day.

NEW BUSINESS

John Sullivan reported that the Library has asked for $2,000 for a space utilization study.

Menlo Park has prepared an RFP for a space utilization study and Daly City can use it for a model.

Bianca Caserza asked if the study would be for Serramonte Branch and Mr. Sullivan replied affirmative. He also pointed out that all of Daly City's Libraries are in need of refurbishing.

John Morrice remarked that the parking lot behind Westlake Library is not accessible from Southgate Ave. If this could be changed it would improve attendance at that Library.It would also increase ease of use for borrowers as well as improve short-term parking on Southgate Ave.

OTHER

Sarah Kelechava announced the FOL Book Fair to be held Saturday, October 4, 1986 at Our Lady of Mercy Hall, 9 Elmwood Drive. A Book Fair Preview will be held at Westlake Library on Thursday, September 25, 1986 at 10 in the morning.

John Sullivan spoke on the San Mateo County Library's Mail a Book project. This is a new venture for the County Library and is aimed primarily at homebound people. The program will not require overdue fines. Books are provided and selected by a commercial vendor and only titles listed in the catalog are available.

John reported that City Attorney Al Polonsky and Deptuty City Manager Ray Letsinger will both be retiring this fall, Mr. Letsinger in October and Mr. Polonsky at the end of December.

The meeting was adjourned at 9 p.m., there being no further business to conduct. The next regular meeting will be on October 21, 1986 at 7:30 p.m.

CITY OF DALY CITY
CITY CLERK
OCT 9 4 29 PM '86

City of Daly City
LIBRARY BOARD OF TRUSTEES

Serramonte Library
Conference Room

AGENDA

October 21, 1986
7:30 p.m.

I. ROLL CALL

II. MINUTES

III. ADOPTION OF AGENDA

IV. STATISTICS

V. REPORTS

A. Peninsula Library System

B. System Advisory Board

C. North County Literacy Project

D. California Library Association

VI. OLD BUSINESS

A. Library Sales Shop

B. 75th Anniversary

C. Directional signs

VII. NEW BUSINESS

VIII. OTHER

City of Daly City-Library Board of Trustees
Minutes of Regular Meeting-October 21, 1986

The meeting was called to order at 7:45 P.M. by President Sarah Kelechava.

ROLL CALL

Present: Bianca Caserza; Rolito Recio; Sarah Kelechava;
John Sullivan, City Librarian.

Excused: Dianne Leonetti
Absent: John Morrice

MINUTES

The minutes of the previous meeting were approved as submitted.

ADOPTION OF AGENDA

Add Under E - Friends of the Library - Reports.
Under New Business - Add A. Buildings Assessment and B. Children's Fall Program.

STATISTICS

Circulation statistics show a drop from the preceeding months circulation because of two holidays in the month of September. However, there was an increase of 2,064 from the same period last year.

REPORTS

Peninsula Library System

Sullivan reported that PLS Coordinator Linda Crowe and City Librarian for SSF, Jeanne Goodrich are team teaching seminars at SJSU.

Linda Saltzer, Asst. City Librarian is serving on several PLS Committees. She is convenor of the Automated Planning Committee, a member of the On-Line Task Force and serves on the Database Conversion Task Force.

System Advisory Board

Sullivan attended the first SAB meeting of 1986 held on October 16, 1985. It was a luncheon meeting held at San Mateo County Central Library in Belmont. The meeting was followed by a tour of PLS, PLAN and the County Library.
Board members for 1987 are:

Loretta Blevins- Burlingame
Richard Rumery - Daly City
Bob Dehn- Menlo Park
Peggy Clifford-Redwood City
Colleen Peixotto-San Bruno
Claudia Argyres - San Mateo(C)
K.Jessie Kobayashi-San Mateo County
Maggie Pierson- South SF

Caserza remarked that SAB meets 5 times per year with the 6th meeting as program day. Orientation of new members occupies the first few meetings of the year.

North County Literacy Project

Caserza informed trustees of personnel changes at Project Read. Newly hired Office Manger Christine Olsen will be leaving in one month. Rose Marie Cameron, Outreach Coordinator, will be leaving Nov 1 to serve as Asst. City Manager in Brisbane.

95 tutors and students are paired to date. The 11th Tutor Training Session is coming up soon. Pacifica Library will have their first Tutor Training Session next week.

John Sheldon, Tutor Trainer from the county Office of Education, will be available to help tutors every other week at the Project Read office in south San Francisco.

Recio inquired which cities in North County are participating in Project Read. Caserza explained that the original grant proposal was sought by SSF and Daly City but the project serves all North County communities. The Project is now in its second year of a four year funding period through the State Libry. Other cities in the County may apply for program monies if the State Library sustains the program beyond the initial four year period.

California Library Association

Sullivan stated that President Sarah Kelechava, Linda Saltzer, and himself have been pre-registered for the CLA convention in Long Beach November 15-19, 1986.

Friends of the Library

Sullivan announced the FOL Book Review on Thursday, Oct 23, 1986 in the Community Room at Westlake Library. Virginia M. Tierney will review "The Bourne Supremacy" by Robert Ludlum. A no-host luncheon following the program will be held in the Flower Lounge Restaurant, 1671 El Camino Real, Millbrae.

The FOL fall book sale held Oct 4th netted approximately $1,000.

OLD BUSINESS

Library Sales Shop

Kelechava and Caserza attended a Library Sales Shop meeting on Oct 16th at Serramonte Library.

City of Daly City-Library Board of Trustees
Minutes of Regular Meeting-October 21, 1986

Discussion revolved around which organization is best equipped to be in charge of a shop. Consensus of attendees was that the Friends of the Library is the logical group to implement the project. Everyone present agreed to volunteer as plans develop.

75th Anniversary

In response to a query from Caserza, Recio reported that 500 copies of the commemorative calendars printed by Century 21 Realty had been delivered to City Hall for distribution.

There was general agreement that the Parade and the Black Tie Dinner were great successes.

Next announced event in the 75th Anniversary plans is a members show by the Visual Arts Guild in the Octagon Gallery in March of 1987.

Directional Signs

Sullivan will be arranging for new Library signs with the Public Works Department. The ALA library logo will be included in the new signs.

NEW BUSINESS

Buildings Assessment

Sullivan will be working on an assessment of Library buildings in the coming year. He will also endeavor to have the Library Department included in the planning process and in the Daly City General Plan.

Children's Fall Program

Sullivan reported on a Fall program planned by Children's Services Coordinator Cathy Scalice. "Make Your Own Monster Puppet and Perform in a Puppet Show!" will begin Nov.5th with puppet making, rehearsal for show on Nov. 12th and puppet show called "Where the Wild Things Are" on Nov. 19th at 3:30 p.m. Advanced sign-up is required, program limited to 20 children.

OTHER

Sullivan attended the Employee Service Awards Dinner on Friday, Oct. 17th. Library staffers Sandy Blando and Zella Cushingberry received 5 year pins and Linda Barnesreceived a 10 year pin. Recio and Sullivan were bartenders from 10 to 12 p.m. This was a well attended event. Many retirees came to the dinner.

Sullivan served at the Senior Citizens Luncheon on Oct 28th at the Doelger Center.

City of Daly City-Library Board of Trustees
Minutes of Regular Meeting-October 21, 1986

Sullivan reported that a letter of commendation from the Library Board to Cathy Scalice was sent to the City Council. Also, Reference Librarian Pat Harding has received a commendation letter from Dave Hansen and a complimentary phone call from patron Frank Carrell.

The Administrative Office at Serramonte Branch now has a new Sharp 8100 copier with automatic document feed and a 15 bin sorter.

The Pitney Bowes copiers at Serramonte and Westlake may soon be replaced with new models. Discussions with the Friends of the Library are planned for the near future regarding leasing new machines.

American Library Conference will be held next June in San Francisco. Trustees can attend on a one day registration for various meetings or workshops.

Sullivan handed out copies of an article on "Illiteracy in America" by James Reston.

President Kelechava will be out of town for November meeting.

There being no further business to discuss, the meeting was adjourned at 9 p.m. The next regular meeting will be November 18, 1986 at 7:30 p.m.

NOV 13 4 05 PM '86

City of Daly City
LIBRARY BOARD OF TRUSTEES

Serramonte Library
Conference Room

AGENDA

November 18, 1986
7:30 p.m.

I. ROLL CALL

II. MINUTES

III. ADOPTION OF THE AGENDA

IV. STATISTICS

V. REPORTS

A. Peninsula Library System

B. System Advisory Board

C. North County Literacy Project

D. California Library Association

E. Friends of the Library

VI. NEW BUSINESS

A. CALTAC Workshops

B. Childrens Services Brochures

VII. OLD BUSINESS

A. Library Sales Shop

B. Directional Signs

VIII. OTHER

JAN 13 4 00 PM '87

City of Daly City-Library Board of Trustees
Minutes of Regular Meeting-November 18, 1986

The meeting was called to order by Vice President Dianne Leonetti at 7:35 p.m.

ROLL CALL

Present: Rolito Recio; John Morrice; Bianca Caserza;Dianne Leonetti; John Sullivan, City Librarian.
Excused: Sarah Kelechava
Guest: Mark Mazzaferro, Journalism student

MINUTES

Change John Morrice to excused, not absent for last meeting. Change name John Sheldon to Joan Sheldon under North County Literacy Project. Change name Century 21 Realty to Century 21/AApex Real Estate.

ADOPTION OF THE AGENDA

A motion was made and passed to accept the agenda as presented. MSP Caserza, Recio.

STATISTICS

October statistics will be ready by next meeting .

REPORTS

Peninsula Library System

Sullivan attended the PLS Board meeting on October 31, 1986. Discussion centered mainly around the subject of third level reference service. The two largest reference services in the State, Bay Area Reference Center and Southern Ca Answering Network will have only one more year of funding by LSCA. A statewide study is being conducted on how to provide references services without BARC and SCAN. Librarians all over California have

been asked for input regarding providing reference services without BARC and SCAN. No decisions have yet been reached on the study.

Also discussed at PLS were networking concepts which might included all types of libraries, i.e. public, school, special etc.

Sullivan announced the Vida Blue poster which recommends reading will be available in libraries. PLS will handle distribution and each library will handle sales.

System Advisory Board

Sullivan will attend SAB evening meeting on 11/20/86 at San Mateo Public Library. He will report on this meeting at next Library Board meeting.

SAB was nominated for a CALTAC award.

PLS Coordinator Linda Crowe will serve on the California Library Association Government Relations Committee (GRC) this year.

North County Literacy Project

Caserza reported 100 pairs of tutors and students have been matched in Project Read. Recently held tutor training at Pacific Library has been completed. This session produced 28 new tutors, 24 of them already matched with adult learners. Altogether 160 tutors have been trained by Project Read.

Caserza stated that Project Read Coordinator Leslie Shelton would like to present the

Literacy Project slide show to the Library Board meeting in January. Bianca will invite Councilwoman Jane Powell to attend the meeting to see this presentation.

The Literacy Council will meet December 4, 1986 at Skyline College in the Learning Center, Building 2. The meeting is scheduled for 3:30 to 5 p.m. The Literacy Council is a group of service providers in the adult literacy campaign. It is comprised of business leaders, government representatives and members of the educational community.

Open House at Project Read will be December 17, 1986 from 5-7 p.m.at the West Orange Library in South San Francisco.

Project Read has a new office manager, Irene Dietsch. She will begin working on Monday, November 24, 1986. Irene has experience in library work, teaching and art.

In Spring of 1987 Project Read will work through schools and churches in an effort to target neighborhoods where their services are needed but not publicized.

Sullivan distributed the new California Literacy Campaign/Bay Area brochure. Funds for this printing were provided by LSCA state funds.

Recio asked if adult learners receive a certificate upon completion of their tutoring.

Caserza and Sullivan explained that there is no certificate awarded since the process is so individualistic. The student sets a goal with his or her tutor and they work toward achieving it, there is no time frame set and each learner has different goals.

Sullivan remarked it is easier to find tutors than adult learners since illiterate persons are quite shy about coming forward to receive assistance.

California Library Association

Sullivan reported on CLA conference in Long Beach, Nov. 15-19, 1986. Also attending were Linda Saltzer and Sarah Kelechava. John and Linda attended a Strategic Planning workshop and also spent time with exhibitors of automated systems. Hotel accomodations at the Hyatt were excellent and the convention area in Long Beach is fine for restaurants, shopping etc.

Sullivan and Saltzer attended a reception at the Long Beach Public Library and were impressed with the handsome, contemporary structure of the Library. The building also houses a theatre, gardens, art galleries and meeting rooms. It functions as a complete cultural center. A similar project would be a great enhancement to Daly City for the future.

Friends of the Library

November Book Review will be given by Bunny and Ken Gillespie on their "Great Daly City Historical Trivia Book." Program begins at 7:30 p.m. Nov.20, 1986 at the Westlake Library Community Room.

NEW BUSINESS

CALTAC Workshops

California Association of Library Trustees and Commissioners will host a "Library Leadership" workshop on February 28, 1987 at South San Francisco-West Orange Library. Board members will invite a City Council members to attend this workshop with them.

Caserza suggested Trustees offer to help set up for the workshop by calling Jeanne Goodrich, City Librarian in South San Francisco.

Childrens Services Brochures

Sullivan called attention to the sock puppets on the table in the Community Room. They were constructed by the children who will be presenting the "Where the Wild Things Are" puppet show tomorrow in the Serramonte Library. This original production will be videotaped by Cathie Scalice.

Walden Marionettes will present "Twas the Night Before Christmas" on Saturday, December 6th at 3 p.m. at Serramonte Library.

On December 11 all library branches will enjoy a visit from Santa Claus. Rulon Scoville, President of FOL arranged for the visits and will play the role of Santa.

Children's Librarian Scalice has prepared material for teachers which includes bibliographies, reading lists, library services, a form to let teachers know when material is not available, and an assignment alert sheet. She will visit all elementary schools this year as time allows.

OLD BUSINESS

Library Sales Shop

Sullivan explained that book bags, pencils, pins etc. have been sold to date by Library staff. Meetings of the Library Sales Shop Task Force indicate this is the best way to handle sales and the practice will continue. Historical note paper sets recently printed by the City will be sold by the Library also. They will

cost $3.00 a set, funds generated to offset printing expenses and excess to benefit the Library. Notecard sets will be packaged the "saran shrinkwrap" method using volunteer labor. They will be ready for sale by Christmas.

Directional Signs

Sullivan will contact Streets Division regading new Library signs which incorporate the ALA Library Logo. Locations desired for improved signs are: Callan and Wembley, Hickey and Gellert, Hickey and Callan and Serramonte and Callan.

Sullivan will also research the possibility of allowing an entrance off of Southgate Ave to the rear parking lot at Westlake Branch.

Morrice asked if a brochure on Library services could be made available at the sales or rental office of the new development at Serramonte High School site. Sullivan suggested that Richard Garlinghouse of Southwest Diversified be contacted to see if this is possible.

OTHER

Sullivan told Board of staffing problems for the month of December due to unexpected emergencies, jury duty, scheduled vacations and one part timer resigning. He has informed the City Manager of the problems, schedules have been rearranged to accomodate the emergencies as effectively as possible. Part Time hours may need to be increased to meet the new scheduling. Board members approved of taking all steps necessary to provide public service with a greatly reduced staff.

Sullivan further explained that former employees had been contacted but were unable to come back to work at the Library for this temporary crisis. It is impossible to effectively train new personnel in such a short time for public service work due to our technical and automated environment.

Caserza volunteered to send a condolence from the Board to Librarian Adrienne Savetnick on the death of her father.

Sullivan read correspondence from the CA State Library on two arts programs, "Artists in Libraries" and "Library Presentations". He is also sharing this letter with the History, Arts and Science Commission and will discuss pursuing the programs with Linda Crowe, PLS Coordinator.

Announcements

Sullivan reported Beth Svee, City Librarian at San Bruno Library has resigned to become Director of Santa Clara City Library. There will be an open house in her honor at San Bruno Library on Friday, Nov. 21, 1986 from 3 to 6 p.m.

On November 26, 1986 there will be open house at West Orange Library in SSF to celebrate the library's 20th anniversary. Hours are 4-6 p.m.

November 20, 1986 - Art Rise reception at San Mateo County Historical Museum for the "Fred Gellert Jr. Collection of San Mateo County Scenes", 4 to 7 p.m.

Caserza reminded trustees of Nov.20, 1986 History Evening at Doelger Center "Picture Our Past."

Sullivan informed trustees of a project sponsored by H.A.S. to transfer the "Picture Our Past" slide show to video tape.

Sullivan will speak at the Irish Cultural Center in San Francisco Friday evening Nov. 21, 1986 at the retirement party of Patrick Dowling, librarian of the Center.

Motion was made and passed to adjourn the meeting at 8:45 p.m. MSP Morrice, Caserza. The next regular meeting will be held on January 20, 1987, December meeting will be postponed.

Notes

City of Daly City
LIBRARY BOARD OF TRUSTEES

Serramonte Library
Conference Room

AGENDA

January 20, 1987
7:30 p.m.

I. ROLL CALL

II. MINUTES

III. ADOPTION OF THE AGENDA

IV. STATISTICS

V. REPORTS
- A. North County Literacy Project
- B. Peninsula Library System
- C. System Advisory Board
- D. California State Library
- E. California Library Association
- F. Friends of the Library
- G. Daly City Library

VI. NEW BUSINESS

- A. Year of the Reader 1987
- B. Legislative Breakfast meeting

VII. OLD BUSINESS

- A. Art in Libraries
- B. Library Sales Shop

VIII. OTHER

City of Daly City - Library Board of Trustees
Minutes of the Regular Meeting - January 20, 1987

The meeting was called to order by President Sarah Kelechava at 7:38 p.m.

ROLL CALL

Present: Bianca Caserza; Rolito Recio; Dianne Leonetti; Sarah Kelechava; John Sullivan, City Librarian.

Absent: John Morrice

Guest: Leslie Shelton, Project Read Coordinator

MINUTES

The minutes of the previous meeting were accepted as submitted.

ADOPTION OF AGENDA

Add Library Brunch under New Business and American Library Assn. under Reports.

STATISTICS

Library statistics for the months Oct, Nov and Dec were distributed to Trustees. November and December showed increased circulation over last year for the same period and reference questions have doubled now that a reference librarian is on duty at all times at Serramonte Main Branch.

REPORTS

North County Literacy Project

Sullivan explained that Mayor Powell had been invited to attend the meeting but could not because of a late afternoon meeting at City Hall.

Leslie Shelton of Project Read presented a 12 minute slide show recently prepared on the project. This slide show will be an excellent tool for meetings and presentations on the subject of literacy. The project has been going very well to date, it has served 165 students to date and people are still enrolling for tutoring. 120 tutors have been trained using 7 training sessions each year. Students and tutors reside in Daly City, Pacifica and South San Francisco. Shelton pointed out that the Project intends to continue to recruit students and is very much in need of space in libraries, community locations or churches for tutoring sessions. Funding from the State for Project Read will begin to taper off due to a 5 year basis funding format. Local funding will be sought to continue the project.

Sullivan stated Project Read must prove to potential local funders that the program is unique and deserves financial support, and

urged Trustees to lobby in support of the project.

Trustees thanked Leslie for the slide show and her presentation.

Peninsula Library System
Sullivan reported a system-wide registration format has been completed which allows library patrons to register for a card anywhere in the County regardless of place of residence.

System Advisory Board
Sullivan stated that 50% of the SAB members are new this year and will spend several meetings on orientation.

California State Library
Sullivan read part of a letter from State Librarian Gary Strong on the Reference Referral Study Report. February 1987 the initial draft analysis and summary of field responses will be released. By June 1987 a preliminary implementation and transition proposal will be released.

Advanced edition of California Public Library Statistics for FY 85/86 was given to each Trustee.

California Library Association
Sullivan reported Exec. Director Stefan Moses has resigned and replacement recruitment is underway.

CLA membership renewal forms were collected from Trustees to be sent in for payment.

Friends of the Library
Sullivan announced FOL evening meeting on January 28, 1987 at Serramonte Library. This is a general membership meeting and will feature a slide presentation by Neil Fahy called "Forts, Castles and Walled Cities."
There will be an evening meeting in February at Westlake Branch.

Daly City Public Library
Sullivan informed Board about "Prime Time At the Library". This is a children's program which features stories, puppets and activities. It is held at Westlake Library 3:30 to 4 p.m. on Feb 12, Mar 12, Apr 19, May 14 and June 11 of 1987.
Creative drama classes will begin at Serramonte Library in February.

Sullivan reported on Library Capital Project requests. They are as follows:

Upgrade to GEAC Automated Circulation System with Public Access On-Line Catalog.

Reference Desk Computer System to include a PC, modem, printer, interface with GEAC and CIP, in house file and access to data bases.

6 Electronic Typewriters

library furniture for Westlake Branch

Serramonte Library remodeling. On Saturday Library administrative staff met with Space Utilization Consultant Doris Nichols to review her first draft plan to redesign the use of space and furnishings to fit new demands from an automated environment. Trustees were invited to review the plans which were displayed at the meeting.

Tomorrow, January 21, 1987 Oral exams for Librarian III candidates will be held in Personnel. Librarian III will be a system-wide position to include supervision of all brances and direction of collection development.

American Library Association

ALA convention will be held at Moscone Center June 27 to July 2, 1987. Sullivan is serving on a local tours committee for this conference.

NEW BUSINESS

Year of the Reader

Sullivan reported Pres. Reagan has declared 1987 as the Year of the Reader. All Daly City Libraries will have banners, bookmarks and special exhibits to celebrate this declaration. Daly City Council will issue a proclamation for the event.

Legislative Breakfast Meeting

Sullivan will serve on a PLS committee for a breakfast meeting on Legislative Day. It will be held March 21, 1987, place and time to be announced. Federal, State and Local elected representatives will be invited to attend and speak. All Library trustees will also be invited. The members of the Breakfast Committee are John Sullivan, Greg Atkins, Nancy Lewis, Linda Crowe, Penny Vogel and Jeanne Goodrich.

California Association of Library Trustees and Commissioners will sponsor workshops at South San Francisco on Sat. Feb. 28, 1987 from 9a.m. to 2:30 p.m. Trustees will invite Daly City Councilmembers to attend as follows:

Dianne Leonetti - Anthony Giammona

Bianca Caserza - Albert Teglia

John Morrice - Mayor Jane Powell
Rolito Recio- Mike Nevin
Sarah Kelechava - James Tucker

Library Staff Brunch
Trustees agreed to present a brunch for Library Staff and invited guests on March 9, 1987 at Serramonte Library Community Room.

OLD BUSINESS

Art in Libraries
Sullivan informed Trustees that Daly City Library will not apply for these grants. A series of drama classes will be held in lieu submitting proposals for Art in Libraries.

Library Sales Shop
No report this month, one to be presented in February.

Other
There being no other business to conduct the meeting was adjourned at 9:30 p.m. The next regular meeting will be February 17, 1987 at 7:30 p.m.

City of Daly City
Library Board of Trustees

Serramonte Library
Community Room

AGENDA

Feb. 17, 1987
7:30 P.M.

I. ROLL CALL

II. MINUTES

III. ADOPTION OF AGENDA

IV. STATISTICS

V. REPORTS

A. Peninsula Library System
B. Project Read
C. System Advisory Board
D. California State Library
E. California Library Association
F. Friends of the Library

VI. NEW BUSINESS

A. Childrens Collection Development
B. Half-year report

VII. OLD BUSINESS

A. Legislative Breakfast Meeting
B. Year of the Reader 1987
C. Library Coffee Hour

VIII. OTHER

City of Daly City - Library Board of Trustees
Minutes of Regular Meeting - February 17, 1987

The meeting was called to order by Chairman Sarah Kelechava at 7:40 p.m.

ROLL CALL

Present: Bianca Caserza; Sarah Kelechava; Dianne Leonetti; John Sullivan, City Librarian.
Absent: Rolito Recio; John Morrice.
Guests: Richard Rummery, System Advisory Board, Project Read and FOL; Linda Saltzer, Asst. City Librarian.

MINUTES

The minutes of January 20th meeting were accepted as submitted.

ADOPTION OF AGENDA

Motion was made and passed to accept agenda with one change - add CALTAC Workshop under Other. MSP Caserza, Leonetti

STATISTICS

Statistics for January 1987 were handed out. They show an increase for the month over last year and Bayshore reference questions are increasing.

REPORTS

Peninsula Library System

Sullivan announced Janna Pratt will be the new PLS Outreach Librarian.

There will not be an increase in PLS dues this year.

PLS is sponsoring a Recruitment Day in Berkeley on 2/18/87. The CA State Library will be funding workshops in recruitment techniques using LSCA monies.

Managers Review meeting for February has been cancelled. Carried forward to March meeting will be the cost of circulation system upgrading. The Automation Planning Group is still working on update methods and costs.

Saltzer explained that automation planning is a highly technical subject, therefore takes a great deal of thought and time. Eventually GEAC will need updating to provide increased capabilities. To date approximate costs for initial phases of upgrading are $600 to 800 thousand. Implementation costs would come later.

Project Read

Sullivan reported on the City Council presentation of a Proclamation to Project Read on the Year of the Reader. Leslie Shelton presented the Project Read slide show at the meeting. It

was enthusiastically received.

Project Read is now desperate for space for tutors and students. Richard Rummery suggested the Fire Houses. Sullivan pointed out that all City buildings have staffing and liability restrictions which make it difficult to use them as tutoring sites.

System Advisory Board
Sullivan gave date of next SAB meeting as March 5, 1987 in Redwood City. April's meeting will be a joint meeting with PLS Board to discuss needs assessed last year.

California State Library
Sullivan reported final draft on third level reference study is due in November of 1987. Implementation will require a long process after that document is released.

California Library Association
Sullivan stated that Ms Mary Sue Ferrell was unanimously selected from over 50 applicants to succeed retired Director Stefan Moses. Ms Ferrell, who comes to CLA from Nevada is expected to have her appointment confirmed at the February CLA meeting.

Friends of the Library
Sullivan attended the January meeting at Serramonte Library. Neil Fahy presented a slide show titled "Castles, Forts and Walled Cities." February program will be 2/26/87, 10 a.m. at Westlake Library. Children's Services Librarian Cathie Scalice will be the featured speaker.

Richard Rummery, FOL Board member announced that dues were raised to $3.00 by vote of the general membership. Friends are planning for the next book sale and will start a new program to give away a book as door prize at book reviews.

NEW BUSINESS

Childrens Collection Development
Sullivan read letter from State Librarian Gary Strong regarding establishment of an LSCA fund of up to $360,000 for a program of children's materials collection development in urban areas. Daly City Library will apply for a $5,000 award for Bayshore Library children's books. Deadline for applying is March 6, 1987, funds to be spent or encumbered by 9/30/87, all encumbrances must be liquidated by 11/30/87. Any funds not spent or emcumbrances not liquidated by that date must be returned to the State Library.

Sullivan handed out Children's Services factsheet to Trustees. He stated that Cathie Scalice has had good response from schools

near John D. Daly Library but not from public or parochial schools in other Daly City areas.

Half Year Report

Sullivan distributed Calendar Year Comparison 1985/1986 factsheet to Trustees, copy attached. He stated the goal of staff reorganization has been accomplished, transfers of personnel have been made to provide increased public service. This increase is dramatically demonstrated by the greater number of reference questions logged at all branches.

Saltzer pointed out that the size of the staff has remained constant in spite of the increase in reference service and circulation. Staff works at capacity at all times to achieve this. Inter-library loan activity has also increased.

Sullivan received a work study for the month of February from Cathie Scalice outlining the amount of time spent directly with children and time spent on necessary peripheral tasks, i.e. organization, clerical, workshops, training etc. It shows 34% of time spent with children and the remainder spent on other duties.

Sullivan stated the Library Department is within budget at this point in the Fiscal Year.

Saltzer explained that close monitoring of part time hours is helping to determine how many staff are needed to accomplish basic, necessary tasks. We are also using more volunteers this year.
Caserza asked what the volunteers do at the Library. Saltzer gave examples; i.e. labeling phone books,pamphlet file preparation, simple physical handling of materials, storytelling at Children's Story Telling Hour.

Sullivan stated expansion of periodicals selection has been done. Magazine lists are updated, input for the Union List of Periodicals has been finished for the year.

Librarian III employment list was promulgated last Thursday.

Saltzer spoke of the success of the book cassettes newly purchased this year. We have added 250 titles and they are all quite popular, especially self-help material. We have invested $5,000 in the project . Processing is very time consuming due to variety of material types and variety of packaging.

Saltzer remarked that where effort has been expended on specific areas and projects, response has been immediate, demonstrating public demand exists for increased services.

City of Daly City - Library Board of Trustees
Minutes of Regular Meeting - February 17, 1987

OLD BUSINESS

Legislative Breakfast Meeting

Sullivan announced the Breakfast Meeting will be March 21, 1987, 9:30-11:30 a.m. at Holiday Inn in Foster City. Program to be:
Congressman Lantos - "Bicentennial of the Constitution"
Peggy Barber - "Year of the Reader"
Leslie Shelton - "Project Read" slide show

Library Cofffee Hour

Event to be held at Serramonte Community Room March 9, 1987 at 9:30 a.m. Trustees will invite City Council members as follows:
Dianne Leonetti - Anthony Giammona
Bianca Caserza - Albert Teglia
John Morrice - Mayor Powell
Rolito Recio - Mike Nevin
Sarah Kelechava - James Tucker

OTHER

CALTAC Workshop

Verna Teglia, Councilman Albert Teglia, Trustees John Morrice, Bianca Caserza and City Librarian John Sullivan will attend CALTAC workshop in South San Francisco on February 28, 1987.

There being no further business to discuss the meeting was adjourned at 8:50 p.m. The next regular meeting will be March 17, 1987 at 7:30 p.m.

CALENDAR YEAR COMPARISONS--1985/1986

CIRCULATION

	1986	1985	% Change
All Branches	226,896	197,363	+ 15%
Serramonte	106,715	90,717	+ 18%
Westlake	93,683	84,506	+ 11%

REFERENCE QUESTIONS LOGGED

All Branches	19,302	14,302	+ 35%
Serramonte	10,491	5,841	+ 80%

PROCESSING (BOOK/AV TITLES ADDED)

All Branches	6,681	5,266	+ 27%

NEW MAGAZINES/NEWSPAPER TITLES ADDED

Serramonte	39
Westlake	7
John D. Daly	2
Bayshore	4

N.B. During 1985, a substantial effort was dedicated to bringing three branches onto the automated system. Circulation fell 4% from the 1984 to 1985.

CHILDREN'S SERVICES

SEPTEMBER - FEBRUARY

CLASS/SCHOOL VISITS	STUDENTS CONTACTED
13	362 (+ 20 teachers)

PROGRAMS

Puppet show - Where the Wild Things Are - for Children's Book Week - 15 participated, 60 attended

Walden Marionettes - 60 people attended

Santa Claus - all branches - over 100 children participated

Prime Time at the Library - Westlake - 45 people have enjoyed the puppets, storytelling and activities, January and February

Storytime - Serramonte - averaging 10 - 15 preschoolers

Upcoming programs: Elephant Seals at Ano Nuevo (slide program), kids and goats - March 29, and a visit from Sherlock Holmes during National Library Week (promoting mysteries).

MEETINGS

PLS Children's Committee - Chair - bimonthly meetings

PLS Children's Book Review Committee - monthly meetings - review an average of 5 books per month

BAYA (Bay Area Young Adult Librarians) - bimonthly meetings- review 2 - 3 books per month

PUBLICATIONS

"Kids and Books - Books to Promote Reading" - a bibliography

"Library Services for Teachers and Students"

Daly City Public Library
Board of Trustees

Serramonte Library
Conference Room

AGENDA

3/17/87
7:30 p.m.

I. ROLL CALL

II. MINUTES

III. ADOPTION OF AGENDA

IV. STATISTICS

V. REPORTS

A. Peninsula Library System
B. ProjectRead
C. System Advisory Board
D. California Library Association
E. Friends of the Library
F. American Library Association

VI. OLD BUSINESS

A. Art in libraries
B. Library sales shop
C. Creative Drama Group

VI. NEW BUSINESS

VIII. OTHER

Daly City - Library Board of Trustees
Minutes of Regular Meeting-March 17, 1987

The meeting was called to order by President Sarah Kelechava at 7:32 p.m.

ROLL CALL

Present: Bianca Caserza; Rolito Recio; Sarah Kelechava; John Morrice; Linda Saltzer, Asst. City Librarian; John Sullivan; City Librarian.

Absent: Dianne Leonetti

Guest: Richard Rummery- Friends of the Library/SAB

MINUTES

Minutes of the February meeting were accepted as submitted.

ADOPTION OF AGENDA

Add under New Business - Staff Changes
Add under Other - Staff activities

STATISTICS

New statistical reporting format was presented by Saltzer. She explained new GEAC reporting format enabled her to compile and analyze statistics so that more detail is evident. Adult and juvenile items circulated are now separated by fiction and non-fiction. Peninsula Library System and Universal Borrowers items loaned is now broken out by Branch. Westlake Library is high in Universal Borrowers because of its proximity to Broadmoor and San Francisco.

Number of reference questions at Serramonte has increased 85% over last year due to implementation of plan to provide a reference librarian in the Library for all hours open.

Peninsula Library System and Inter-library Loan activity is divided into to Daly City and from Daly City.

The Technical Processing and Short Term Loan portions of the statistical report remain the same as in the past.

Sullivan stated the new reporting form gives good statistical support to outline library activity.

Saltzer remarked circulation has increased over February 1986 in spite of the month being a short one.

Recio asked what will happen when circulation increases dramatically due to the new Serramonte Del Rey development, and what will be needed to meet this demand.

Sullivan replied the Serramonte Branch would need more staff,

at least another Reference Librarian and another Children's Librarian, to meet the increased demand. Budget planning time is best for projecting needs for such an increase.

Recio opined that new development projects should generate increased revenue to the City.

Saltzer pointed out we are at maximum capacity on the GEAC automated circulation system at present and more terminals would be needed to handle an increased number of patron transactions. Re-directed effort and conscious planning to meet current demands has been effective but has led to an increase in activity with no corresponding enlargement of staff.

REPORTS

Peninsula Library System

Sullivan announced a Managers's Review Committee meeting to be held on March 19, 1987. Library management personnel and City management personnel will discuss future automation needs for PLAN in San Mateo's libraries. GEAC circulation system is currently at maximum capacity. Coordination of expansion and/or replacement has been the goal of the Manager's Review Committee. The Committee has been working for many months assessing needs for expansion. It is recommended PLAN consider upgrading to the next step in GEAC series- the GEAC 9,000. This will enable more terminals to be added to the system in San Mateo which is the largest automated system in the country .

Rummery inquired if GEAC mainframe computer currently being used would be replaced?

Sullivan assessed this would be the best thing to do.

Morrice queried what would happen to existing hardware.

Saltzer explained GEAC would offer trade in on an upgraded system which will provided additional terminals and an on-line catalog.

Morrice hopes growth expansion will be built in to the new system and that replacement of the old is because of real need rather than that the present GEAC system is obsolete.

Saltzer reported the Manager's Review Committee has examined the entire market and GEAC is the best company for library automation. The system being replaced is 70's technology, overloaded and slow, and does not have much market value for re-sale. However, GEAC will offer a generous trade in

allowance on it for a 9,000 series upgraded computer. Working with GEAC has made this company familiar with our library needs and the experience of the last five years conversion project has placed PLAN libraries in a much better position to plan the present upgrade. Any Request For Proposal process will include consultation with City management staff as well as usual and formal performance tests.
The Manager's Review Committee has agreed that an upgrade is necessary. Asst. City Manager John Martin will attend the March 19th meeting.

Legislative Breakfast
Sullivan reported PLS Legislative Breakfast will be held March 21, 1987 at the Holiday Inn, Salon B, 1220 Chess Drive, Foster City, CA from 9-11:30 a.m. Speakers are Tom Lantos and Peggy Barber. Invited guests include library directors, federal, state and local elected officials.

Project Read
Sullivan stated Project Read Coordinator Leslie Shelton and City Librarian-SSF Jeanne Goodrich recently attended a two day retreat at Asilomar on the California Literacy Campaign.
Rummery reported Shelton and Nichols of Project Read are attending classes at Skyline College which cover the subject of auditory dyslexia.

Caserza announced Project office manager is leaving and will have to be replaced. An Outreach Librarian will be hired for a part time position and more tutors are needed.

System Advisory Board
Rummery will attend next meeting on May 5, 1987 - the annual joint meeting on "Networking."

California Library Association
No report.

Friends of the Library
Richard Rummery reported election of officers to be held in June. Book sale is being planned, location not yet set. A new FOL brochure design is being developed and effective next fiscal year dues will be raised.

March program will feature Linda Crowe, Coordinator of Peninsula Library System speaking on PLS. It will be held Thursday, March 26, 1987, 10 a.m. in the Community Room of Westlake Library. Lunch will follow at Doelger Senior Center.

Rummery described excess of empty cardboard cartons in Westlake

Basement book sale area to be a fire hazard. He would like to seek help from a youth group in breaking down the cardboard and stacking it for scavenger pickup. Sullivan agreed to allow this providing the minors working on the project are firmly supervised by FOL members.

American Library Association
Sullivan reminded Trustees of upcoming ALA Conference, June 28th through June 30, 1987 at Moscone Center. The Local Tours Committee has many wonderful events to offer. Volunteers are needed for some events:
1. Fun Run on Sunday Morning
2. Presidents Dance 6/28
3. Tours and information booth shifts.

Volunteers will receive free exhibit passes to Conference.

OLD BUSINESS

Art in Libraries
Sullivan invited Board to view art show at Westlake Library for the month of March featuring Daly City school children's art.

Art exhibit in April, May and June will be paintings by Ken Clyde Jenkins .

Library Sales Shop
Sullivan informed Trustees the Library Sales Shop is no longer in operation. This experimental boutique proved to cumbersome and time consuming for staff to handle.

Creative Drama Group
March 28, 1987 at Serramonte Library a performance skit will be presented by the students of the drama class sponsored by Art Rise and the Library.
Upstairs on the same day Children's Librarian Cathie Scalice will present a program called "Lambs & Kids"- featuring real live critters! Program will start at 10:30 a.m.

NEW BUSINESS

Staff Changes
Sullivan stated Reference Librarian Pat Harding will be leaving to become a Librarian III for San Bruno Library. Library Department is very sorry lose her, she has made a solid contribution to Serramonte reference services.

Saltzer announced Carol Knowles, Aide in Technical Processing will be leaving in mid April to await the birth of her daughter and also to move to Walnut Creek.

Above changes will generate some staff transfers as well as appointment of a replacement Reference Librarian.

OTHER

Staff Activities

Sullivan outlined a survey he has been keeping on the number of hours Library staff members attend meetings. In the month of March, 1987 John Sullivan - 73 hours, Cathie Scalice-63 hours, with a total of 215 hours for all staff.

Sullivan invited Trustees to Grand Finale Reception at City Hall on Sunday, March 28, 1987.

Caserza asked Rummery if FOL would sponsor microwave oven purchase for Westlake and Serramonte staff rooms. He will pursue this with FOL and John Morrice can provide them if the project is agreed upon.

There being no further business to discuss, the meeting was adjourned at 9 p.m. The next regular meeting will be April 21, 1987 at 7:30 p.m.

City of Daly City
LIBRARY BOARD OF TRUSTEES

Serramonte Library
Conference Room

AGENDA

April 21, 1987
7:30 p.m.

I. ROLL CALL

II. MINUTES

III. ADOPTION OF AGENDA

IV. STATISTICS

V. REPORTS

A. Peninsula Library System
B. Project Read
C. System Advisory Board
D. California Library Association
E. Friends of the Library
F. American Library Association

VI. OLD BUSINESS

A. Budget requests

VII. NEW BUSINESS

A. Legislative Day

VII Other

City of Daly City-Library Board of Trustees
Minutes of April 21, 1987 Meeting

The meeting was called to order at 7:50 p.m. by Chairman Sarah Kelechava.

ROLL CALL

Present: Sarah Kelechava; Bianca Caserza; Rolito Recio; John Sullivan, City Librarian; Linda Saltzer, Asst. City Librarian.
Absent: John Morrice, Dianne Leonetti
Guest: Richard Rumery, FOL/SAB

MINUTES Change spelling of Rummery to Rumery throughout March minutes.

ADOPTION OF AGENDA - Accepted as written.

STATISTICS

March Library statistics were distributed to Trustees.
All Library Branches show increase in circulation except for Bayshore.
Saltzer explained Bayshore count is lower because of automation and the loss of the fiction collection in a fire several years ago. It will take approximately one year on line to get a firm picture of current circulation level.

Sullivan pointed out the large number of reference questions answered at Serramonte Branch due to busy season for students and peak tax form time. Saltzer added the increase is 13% over last year.

REPORTS

Peninsula Library System

Sullivan reported attendance of California State Library Board members at the last PLS Board meeting. It was the first time in the history of PLS that State Library Board attended a Board meeting. Third level reference was discussed.

The last installment for GEAC Automated Circulation System of $24,000 has been withheld because GEAC has been unable to meet the response time specified in the contract.

PLS has been given the John Cotton Dana Award from the American Library Association for its presentation at the San Mateo County Fair last summer. The program presented will be documented and implemented by ALA for use by other libraries.

Caserza expressed admiration for the PLS newsletter "Spectacles", produced each month by Sue Holmer, PLS Reference Coordinator, who uses a Macintosh computer for the desktop publishing venture.

City of Daly City-Library Board of Trustees
Minutes of April 21, 1987 Meeting

Project Read

Sullivan stated Leslie Shelton, Project Coordinator and student Gary Brewer attended the last PLS Board meeting. Gary gave a presentation which impressed the two California State Library Board members at the meeting.
Gary Brewer has been named "Student of the Year" by California Literacy Inc. He will go with Leslie Shelton to Philadelphia to address a national students conference.

San Mateo County Reading Commission will present Project Read teacher Joan Sheldon Conan an award in a special ceremony to be held in the Villa Restaurant in San Mateo on May 21, 1987.

Caserza announced her resignation as volunteer for Project Read and the Literacy Council. Sullivan expressed his appreciation for Caserza's extensive volunteer services with Project Read.

Project now has office hours in Daly City at the Daly City Community Center, 134 Hillside Blvd. on Tuesdays and Fridays from 10 a.m. to 2 p.m.

Caserza stated the Project has 130 matched pairs of tutors and students. Five of the twelve original tutors are still working in the program.

Recio asked if the Project will have continued funding after the State monies are exhausted. Since the Project has been so visible and has built such solid community support this would seem to be likely.

Sullivan stated Project Read plans to approach the business sector for support on the basis that literacy is good for business.

Rumery asked if Project Read intends to pursue students with hearing and reading disabilities such as auditory dyslexia.

Sullivan replied that the course in reading disabilities recently taken by Project Read, was mainly to assist staff in referring students to proper agencies and help staff identify reading problems. It is possible that if tutors are willing to undertake the additional training and make the committment of time necessary, the program could be expanded.

System Advisory Board

Sullivan read letter from SAB Chairperson Claudia Argyres regarding meeting on Thursday, May 4, 1987 from 7 to 9 p.m. at Menlo Park Library to discuss "Needs Assessment Models" Linda Saltzer will be on the panel and Richard Rumery will attend as SAB member from Daly City.

California Library Association
No report.

Friends of the Library
Rumery reported FOL donation of $500 for the Summer Reading Program.

Election of officers will be held in May. Final meeting for 86/87 will be held at Serramonte Library, 7:30 p.m. on May 27th. Leslie Shelton will present the Project Read slide show.

Microwave ovens for Westlake and Serramonte Library were voted down by FOL Board.

FOL would like to resume book bag and pencil sales in the library in August. Rumery will take charge of the entire program.

Sullivan will consider reinstating this program when Rumery and Adrienne Savetnick have submitted a detail plan for its operation and maintenance.

Rumery stated FOL is planning for an audit to clarify the financial picture of the organization at present.

American Library Association
Sullivan has received preliminary program for ALA Conference in San Francisco, Moscone Center- June 27th through June 30th.

OLD BUSINESS

Budget Requests
Sullivan distributed budget request sheets prepared by Linda Saltzer on-line using the City's new NCR computer system. Total budget represents a 4.8% increase over last year with supplemental requests for 2 full time Librarian I salaries and $10,000 for additional materials.

Caserza queried which part of the collection will be upgraded if the supplemental for materials is granted.

Saltzer replied the Children's collection is first priority. Two full time Librarian positions would implement evening hours at Serramonte Branch, until 9 p.m. Mon. through Thurs. and the Westlake Branch until 9 p.m. Tue. and Thurs.
A count kept by Reference Librarian Pat Harding at Serramonte Branch in November indicates an average of 50, and sometimes over 80, patrons using the library from 3-6 p.m. each day. Of this number 50% are children and 50% are adults.

Rumery requested information on meaning of "Supplemental" in the budget proposal.

Sullivan replied any request above a 4% increase over last years budget is considered supplemental. These requests must be prioritized in the budget preparation procedure. Number 1 for Library is Computer Services request which sets aside a sum for future upgrade of the automated circulation system. Number two priority is the need for two additional full time Librarians and number 3 is the additional materials request.

Budget hearings at City Council will be held in late May or early June.

Sullivan related Linda Saltzer's Herculean efforts to produce this first time on-line budget. Since the Library's telecommunication line is not connected yet, there were many small obstacles to overcome.

NEW BUSINESS

Legislative Day
Sullivan asked Trustees to inform him if they intend to go to Sacramento this year for Legislative Day at the California State Library, Room 540, 914 Capitol Mall on May 13th. Travel arrangements should be made no later than next week.

OTHER

Copies of Congressman Tom Lantos speech to the House of Representatives on the subject of National Library Week were given to Trustees. He pays special tribute to the libraries of the San Francisco Peninsula in this address.

There being no further business to discuss, the meeting was adjourned at 8:45 p.m. The next regular meeting will be May 19, 1987 at 7:30 p.m.

CITY OF DALY CITY
LIBRARY BOARD OF TRUSTEES

AGENDA

Community Room
Serramonte Library

5/19/87
7:30 p.m.

I. ROLL CALL

II. MINUTES

III. ADOPTION OF AGENDA

IV. STATISTICS

V. REPORTS
- A. Peninsula Library System
- B. Project Read
- C. System Advisory Board
- D. California Library Association
- E. Friends of the Library
- F. American Library Association
- G. Federal Literacy Project

VI. OLD BUSINESS
- A. Budget

VII. NEW BUSINESS
- A. Goals and Objectives 1987/88

VIII. OTHER

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF MAY 19, 1987 MEETING

The meeting was called to order by Chairman Sarah Kelechava at 7:40 p.m.

ROLL CALL

Present: Sarah Kelechava; Rolito Recio; John Morrice; Bianca Caserza

Absent: Dianne Leonetti

Guest: Richard Rumery, System Advisory Board/Friends of the Library.

MINUTES

Minutes of the April 21, 1987 meeting were approved as submitted.

ADOPTION OF AGENDA

Add under New Business - Childrens Summer Reading Program.
Add under Other - Announcement
Under Reports - Change Fed. Literacy Project to CA State Library.

STATISTICS

April circulation and processing statistics were handed out to Board members. Circulation shows a steady rise each month and reference questions are escalating also. John Daly Branch shows an upsurge in circulation over last year.

REPORTS

Peninsula Library System

Sullivan stated automated circulation system upgrade process is ongoing. The long preliminary process of checking costs, weighing options, screening vendors and planning contract negotiations is underway.

Project Read

Sullivan reported Project Read is planning another literacy conference in July (date not yet set). The theme of the conference will be "Literacy in the Workplace". Sponsors and speakers are being contacted for the program.

Rumery reported funding for Project Read has gone through the State Legislature. Legislators wished to know how much literacy students were improving their lives after learning to read in the literacy programs.

Sullivan remarked it is normal for public officials to

demand a measurable sort of accountability when they are granting program funds.

Rumery and Sullivan agreed that statistical facts applicable to this question may not be available for several more years. There are obvious benefits to being literate which cannot be measured in such terms, i.e. being able to vote for the first time in one's adult life.

Morrice pointed out students in the project are not necessarily economically deprived in spite of being functionally illiterate. They have helped to dispel the stereotype of the illiterate as incompetent.

Rumery announced Project Read will staff an informational booth at Serramonte Mall on June 30, 1987.

Joan Sheldon Conan will train tutors in Auditory Discrimination in Depth. Training sessions will be held June 6, 9 a.m. to 2 p.m., June 9, 6:30 to 9:30 p.m. June 11, 6:30 to 9:30 p.m. and June 13, 9 a.m. to 2 p.m. Site for the sessions has not yet been selected.

System Advisory Board

Sullivan and Caserza attended the Annual Joint Meeting of PLS and SAB at Menlo Park Library, May 7, 1987. The meeting was very well attended. Program included panel on "Needs Assessment Modules" and "Role of Libraries".

Rumery, SAB representative for Daly City, remarked on the excellence of the slide presentation at the meeting.

California Library Association

Sullivan described Legislative Day in Sacramento, May 13th as very successful. Over 300 attended, many for the first time. Legislators visited were Assemblywoman Spier and Assemblyman ~~Duplessis~~ Papiasso. Assemblyman Kopp was unavailable but the delegation was able to meet with his Chief Aide, Jack Davis. Maxine Waters was keynote speaker for the day and Leslie Shelton of Project Read gave a presentation. Attending from Daly City were John Sullivan, Rulon Scoville; President of the FOL, Richard Rumery; FOL and SAB, Library Trustees Morrice and Kelechava.

Friends of the Library

Sullivan gave nomination slate for new FOL officers.
Pres: Rulon Scoville
Vice-Pres: Elsie Martin
Recording Sec.: Gertrude Kendree

Corresponding Sec.: Rosemary Lund
Treasurer: Richard Rumery
Directors: Esther Hough, Winona Pepin, Mary Short
Election will be held at annual May meeting, Wednesday, May 27, 1987 - 7:30 p.m. at Serramonte Library Community Room.

Also on the program will be Leslie Mc Ginnis of Project Read speaking on "Year of the Reader". She will present the Project slide show.

Condolences were expressed by all present to Virginia Tierney, whose husband Emmett passed away last month. The Tierney's were active member of FOL for many years. Mrs. Tierney has directed contributions be made to the FOL Memorial Book Fund on his behalf. Mrs. Tierney served two terms on the Library Board of Trustees and has actively supported libraries in national and state organizations.

Rumery asked if volunteers would be allowed to repaint one wall of the Coral Room at Westlake Library?

Sullivan will check into this.

American Library Association

Sullivan requested names of volunteers for Local Tours booth at ALA Convention. Caserza and Kelechava have signed up for 8 a.m. to 12 p.m. June 27th. Rumery will be on duty 10 a.m. to 1 p.m. June 26,27 and 29 and Morrice will do 1-3 p.m. on June 30th.

California State Library

State funds for children's materials in urban libraries have been expended for FY 86/87. Addition funding will be available in FY 87/88. Bayshore, John D. Daly and Serramonte Branches have applied for funds under this program.

OLD BUSINESS

Budget

Sullivan announced the budget review process has been completed. Library budget submitted was slightly over the 4% increase guideline, therefore $2,000 was cut from the request.

Morrice asked if Librarian I for reference services had been hired.

Sullivan explained certified applicants have been notified. A candidate will be selected by June 1, 1987.

NEW BUSINESS

Goals and Objectives 87/88

Sullivan suggested Trustees think about and furnish any ideas regarding goals and objectives they wish to see included for 87/88.

Some of the objectives of 86/87 achieved are:

Increase in periodical collection.
Regular school visits by Children's Services Librarian.
Reference services at Serramonte for all hours open.

Morrice suggested increased hours if staff could be provided.

Rumery would like to see Westlake Branch open more evenings each week to accommodate the Westlake apartment population of younger adults, many of them students.

Summer Reading Program

Flyers and material on the summer reading program were provided by Cathie Scalice to distribute to Trustees.

Theme for the program is "Knights of the Reading Round Table". Free children's theatre classes will be held at Serramonte Library on Tuesdays and Thursdays for 8 weeks beginning June 23. The classes are directed by Bernadette Fife and sponsored by Art-Rise Theatre and PLS, funded by a grant from San Mateo County Board of Supervisors.

Sullivan stated Scalice spends 60% of her time outside the Library implementing plans and providing programs in the community and at schools.

Children's summer reading program produces a substantial increase in circulation at all branches. It is one of the busiest seasons for the circulation staff.

Recio asked where increase in circulation originates.

Sullivan enumerated several factors for this increase:

Automated circulation, additional references services and noticeable increase in population of children in the area.
Fifty percent of Library resources are dedicated to children from grades 1 through 12.

Recio added the new in-law apartment zoning in Daly City increases the population also.

OTHER

Announcements

Sullivan informed Board of City Clerk Betty Mazza's retirement. Dinner to be held Friday, June 19, 1987 at Holiday Inn, Garden Ballroom, 245 South Airport Blvd. South San Francisco, CA at 6:30 p.m. Advanced reservations required, price $25.00 per person.

Recio asked to be excused from June meeting. He will be visiting the Philipines for several weeks. During his trip Mr. Recio will be soliciting donations of materials on Filipino history and culture for the library collection.

The meeting was adjourned at 9:05 p.m.. Next regular meeting will be June 16, 1987 at 7:30 p.m.

PUBLIC LIBRARY

CITY OF DALY CITY

40 WEMBLEY DRIVE
DALY CITY, CALIFORNIA
94015

OFFICE OF THE
LIBRARIAN

May 20, 1987

To Whom It May Concern:

Mr. Rolito Recio, a resident of the City of Daly City and a Commissioner of that City's Library Board has been authorized to seek out and acquire any information on the history and culture of the Phillipine Islands and the Filipino people. The material is to be placed in the Daly City Public Library where it will be made available to anyone with an interest in Filipino culture and customs. The material can consist of artifacts, or be in print, audio or visual formats.

The City of Daly City is the home of one of the largest Filipino communities in the United States and it is appropriate that its Library become a repository of information on that community's history and culture. We will be very appreciative of any aid and assistance you can provide to Mr. Recio in his mission.

Sincerely,

John Sullivan
City Librarian

JS:lm

DALY CITY PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES

Serramonte Library
Community Room

June 16, 1987
7:30 p.m.

AGENDA

I. ROLL CALL

II. MINUTES

III. ADOPTION OF AGENDA

IV. STATISTICS

V. ELECTION OF OFFICERS

VI. REPORTS
- A. Peninsula Library System
- B. Project Read
- C. System Advisory Board
- D. California Library Association
- E. Friends of the Library
- F. American Library Association

VII. OLD BUSINESS
- A. Budget

VIII. NEW BUSINESS
- A. Expansion of hours

IX. OTHER

Daly City Library Board of Trustees
Minutes of June 16, 1987 Meeting

Prior to opening of the meeting Leslie Shelton of Project Read presented a gift to Bianca Caserza in thanks for her many volunteer services to the Project. The gift was a porcelain cup and saucer filled with silk flowers.

The meeting was called to order at 8:15 by President Sarah Kelechava.

ROLL CALL

Present: Bianca Caserza, John Morrice, Sarah Kelechava, John Sullivan-City Librarian.

Absent: Dianne Leonetti

Excused: Rolito Recio

Guests: Leslie Shelton, Richard Rummery

MINUTES

Minutes were accepted as written except for change of spelling for Bill Dupplissea.

ADOPTION OF THE AGENDA

Agenda adopted without changes.

STATISTICS

Circulation statistics for the month of May were handed out. Totals were down slightly from April and reference questions also dropped below April total.

ELECTION OF OFFICERS

Sullivan informed Board members letters had been sent from City Council to Dianne Leonetti and Rolito Recio explaining reapplication procedures.

Caserza nominated Kelechava to continue as President and Morrice to serve as Vice President.

Motion was made and approved to close nominations and elect the slate. MSP Morrice, Caserza.

REPORTS

Peninsula Library System

Sullivan reported on a proposal from Carol Mink of Burlingame Library Board for PLS to sponsor a "Constitutional Forum" project. It would be a county-wide series of presentations involving constitutional law issues and discussions based on the video series "Constitutional Law- The Delicate Balance."

If adopted by the PLS Council the target date for the project will be September 1987.

The PLS Children's Committee proposed to the Council funding of $4,273 to cover printing costs for a project called "Celebrate Life-Growing Up With Picture Books." The project involves patrons purchasing their favorite picture book for donation to their local library. Daly City Library is in favor of the idea but other libraries need time to decide if it will be appropriate for them.

Board members present were in favor of the project if PLS will fund the printing costs.

Project Read
Rumery reported 22 tutors attended 4 classes on Auditory Dyslexia and Lindamood techniques taught by Joan Sheldon Conan. The training was very intensive. Classes were held in two 5 hour sessions and 2 three hour sessions last week. He will start working with a new student using the Lindamood method. This technique is slow and time consuming and requires the use of sound and gesture.
All tutors were enthusiastic about the training and the classes.

System Advisory Board
Rumery attended the last SAB meeting of the season this month. It was a wrap-up meeting. Discussed were, Legislative Day, GEAC and election of new officers for next year.

Sullivan announced GEAC has been given $20 million backing and has averted its cash flow crisis.

California Library Association
No report.

Friends of the Library
Sullivan went to the annual May meeting May 27th at Serramonte Library Community Room. New officers were installed and Leslie McGinnis of Project Read presented the Project slide show. Literacy student Penny Anderson spoke at the meeting also.

Sullivan attended FOL Board meeting on June 4th. Board agreed to replace old Pitney Bowes copiers at Serramonte and Westlake Branches with Sharp F8100 machines to be provided by company which installs the copiers, provides service, collects money,

and issues reports on commission earned above a specified number of copies. The old Pitney Bowes machines have earned approximately $6,000 which is held for FOL in a City deposit account.

Rumery has resigned his position as Treasurer of FOL. They will recruit for a replacement.
Rumery stated the Westlake Library art exhibit of paintings by Ken Jenkins will end this month.

American Library Association
ALA Local Tours booth volunteer staffing schedules were handed out to Rumery, Kelechava and Caserza.

Sullivan explained the booth will be in the lobby of Moscone near the general information booth. Travel agent Phil Hanna will be on hand to oversee the local tours program, give briefing, take care of the cash box and booth necessities as well as be on hand during the convention for questions. Two people will work each shift plus one extra person to help as needed and help close the booth at the end of the day.

OLD BUSINESS

Budget
Sullivan and Linda Saltzer presented the Library budget requests to the City Council on June 6, 1987. Pertinent questions were asked by Council in response to Linda's presentation of graphs indicating increases in circulation figures above the years 1985 and 1986. The concept of net borrowing was discussed. Final budget approval will be on June 22, 1987.

Library Signs
Morrice asked if Library directional signs had been planned yet.

Sullivan will set up an appointment with Mike Sims of Streets Division to discuss locations.

Morrice suggested prominent signs at main artery streets to all branch libraries.

NEW BUSINESS

Expansion of hours
Sullivan reported it may be possible to extend evening hours at Serramonte and Westlake branches to 9 p.m. beginning in September 1987. Opening both branches four evenings per week

File w/ Lib Bd minutes

CITY COUNCIL
JANE POWELL
MAYOR
ALBERT M. TEGLIA
MAYOR PRO TEMPORE
ANTHONY A. GIAMMONA
MICHAEL D. NEVIN
JAMES J. TUCKER

DAVID R. ROWE
CITY MANAGER
LORRAINE D'ELIA
CITY CLERK
ANTHONY J. ZIDICH
CITY TREASURER

PHONE (415) 991-8125

OFFICE OF THE MAYOR

CITY OF DALY CITY

333-90TH STREET
DALY CITY, CA 94015-1895

June 9, 1987

Dianne M. Leonetti
63 Mateo Avenue
Daly City, CA 94014

Dear Mrs. Leonetti:

Your term as a member of the Library Board of Trustees will expire on June 30, 1987. It is customary, however, for you to continue serving on the Board until such time as you have either been reappointed or a new board member begins a new term.

Policy requires that in the event of a Board vacancy, a public notice to that effect will be posted and applications will be solicited. This letter is written to inform you of this City Council policy so that you will be aware that the qualifications of all applicants will be considered.

Enclosed for your use is an application form to fill out and return to the City Clerk prior to the closing date of July 3, 1987 should you desire to be considered for reappointment to this Board. As an incumbent, you will not be required to go through the interviewing process.

On behalf of the City Council and myself, I want to thank you for your past volunteered service on this Board.

Very truly yours,

Jane Powell

Jane Powell
Mayor

JP/rp

Enclosure

bcc: City Manager
Deputy City Manager
City Clerk
City Librarian ✓

CITY COUNCIL
JANE POWELL
MAYOR
ALBERT M. TEGLIA
MAYOR PRO TEMPORE
ANTHONY A. GIAMMONA
MICHAEL D. NEVIN
JAMES J. TUCKER

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PHONE (415) 991-8125

OFFICE OF THE MAYOR

CITY OF DALY CITY

333-90TH STREET
DALY CITY, CA 94015-1895

June 9, 1987

Rolito M. Recio
565 Higate Drive
Daly City, CA 94015

Dear Mr. Recio: Rolito

Your term as a member of the Library Board of Trustees will expire on June 30, 1987. It is customary, however, for you to continue serving on the Board until such time as you have either been reappointed or a new board member begins a new term.

Policy requires that in the event of a Board vacancy, a public notice to that effect will be posted and applications will be solicited. This letter is written to inform you of this City Council policy so that you will be aware that the qualifications of all applicants will be considered.

Enclosed for your use is an application form to fill out and return to the City Clerk prior to the closing date of July 3, 1987. As an incumbent, you will not be required to go through the interviewing process.

On behalf of the City Council and myself, I want to thank you for your past volunteered service on this Board.

Very truly yours,

Jane Powell
Mayor

JP/rp

Enclosure

bcc: City Manager
Deputy City Manager
City Clerk
City Librarian

will not be possible this year.
Board discussed which hours are most desirable for an expanded service plan. Caserza and Kelechava preferred evening hours, Morrice and Rumery believe Sunday would be a popular day to have the library open.

OTHER

Sarah Kelechava will visit HAS Commissioner Belva Carroll at Seton Hospital on behalf of the Library Board.

Rumery recommended Sullivan call FOL President Rulon Scoville to arrange for an FOL Board member to attend Library Board meetings. He has resigned as FOL Treasurer, therefore will not attend meetings in that capacity.

Board directed Secretary Mc Clay to send a get-well card to Sam Chandler.

Sullivan announced appointment of Librarian II, Lolly Pineda. She will start work June 29, 1987 as Serramonte Reference Librarian.

Children's Summer Reading Program kickoff will be tomorrow, June 17th at 2 p.m. The Society for Creative Anachronisms will present an outdoor display of "Knights in Armor" complete with medieval marital arts and costumes.

Sullivan will be on vacation Aug 14th to Sept 15, 1987.

Board meeting for August will be cancelled. Next regular meeting will be July 21, 1987 at 7:30 p.m.

There being no further business to discuss the meeting was adjourned at 9:25 p.m.

LIBRARY BOARD OF TRUSTEES

Serramonte Library
Community Room

7/21/87
7:30 p.m.

AGENDA

I. ROLL CALL

II. MINUTES

III. ADOPTION OF AGENDA

IV. STATISTICS

V. REPORTS
- A. Peninsula Library System
- B. Project Read
- C. System Adivsory Board
- D. California Library Association
- E. Friends of the Library
- F. American Library Association

VI. OLD BUSINESS
- A. Library Directional Signs
- B. Children's Program
- C. Staff appointments

VII. NEW BUSINESS
- A. San Mateo County Fair
- B. Legislative up-date

VIII. OTHER

LIBRARY BOARD OF TRUSTEES
MINUTES OF JULY 21, 1987 MEETING

The meeting was called to order at 7:40 by President Sarah Kelechava.

ROLL CALL

Present: Rolito Recio; Sarah Kelechava; Bianca Caserza; John Sullivan, City Librarian; Linda Saltzer, Asst. City Librarian; Lolly Pineda, Reference Librarian.
Excused: John Morrice, Richard Rumery

MINUTES

The minutes of June 16, 1987 meeting were accepted as written.

ADOPTION OF AGENDA

Add under Other - Commission Appointments
Add under Old Business - Expansion of hours

STATISTICS

June Circulation Statistics were handed out to Board. It was observed Bayshore Branch circulation has decreased from June 1986 and Serramonte Branch has increased. Recio asked if the new Serramonte Ridge housing element has increased circulation at Serramonte Branch. Pineda answered that impact is not noticeable yet.
Number of reference questions at Serramonte for June is quite high.
Pineda reported a high school summer class of young adult immigrants visited Serramonte recently.

REPORTS

Peninsula Library System
Sullivan stated PLS will make available a Bicentennial Constitution play to be presented by Art Rise Players. It will be a concert style format with no scenery. He has spoken to Ken Gillespie, Pres. of History Guild of Daly City/Colma regarding the Guild sponsoring this presentation at Doelger Center for a History Evening.

Caserza attended the June History Evening featuring Gladys Hansen, San Francisco Archivist and found it very interesting.

Project Read
Sullivan reported Project Read is planning a breakfast meeting which will be aimed at contacting the business community. It will be held from 8:30 to 10:30 a.m. on September 23, 1987 at Serramonte Center Community Room. Program for the breakfast will include a video on literacy,

an appearance by Assemblywoman Jackie Spier, and a panel of employers and adult learners on how to handle and attack the problem of illiteracy in the business sector. Sullivan will be Master of Ceremonies for the breakfast.

Sponsors of the Project Read breakfast meeting now include Anna Eshoo, William Schumacher, Quentin Kopp, Tom Nolan, Jane Powell, Floyd Gonella and others.

Major employers of the North County area will be invited to attend the breakfast on 9/23, i.e. Pac Bell, Guy Atkinson.

Sullivan attended Project Read staff retreat on Thursday July 16, 1987. It was a facilitated retreat dealing with goals and objectives of the Project and evaluation of same. Discussion by those present concluded the project is meeting its goals.

System Advisory Board
Richard Rumery, SAB member for Daly City was excused from meeting. Sullivan mentioned SAB fall plans include "Role of the Library" discussions as well as orientation of new SAB members.

California Library Association
No report except to remind Trustees of CLA convention in November at Santa Clara.

Friends of the Library
Sullivan stated FOL is on summer break. Mary Gadd is new FOL Treasurer. Summer newsletter has been printed and will be distributed soon.

American Library Association
Sullivan reported the Conference was highly successful with approximately 16,000 attending. Daly City was well represented at the Local Tours Booth with Caserza, Kelechava and Rumery on duty for assigned shifts on this very busy booth. Library staff toured the exhibits with Space Consultant Doris Nichols, gathering information on shelving, moving, furniture, etc.
Next year the ALA convention will be held in New Orleans.

OLD BUSINESS

Library Directional Signs
This item was tabled and will be carried forward to the September meeting.

Children's Program

A progress report prepared by Cathie Scalice on the Summer Reading Program was handed out to each Trustee - as well as a hand made knight and horse which are part of the crafts portion of the program. Photographs of the opening program given by the Society of Creative Anachronisms were circulated. The program is running smoothly and attendance is high for each event. Scalice obtained authors autographs on books at the ALA convention. These copies will be given away for prizes at the end of the summer. Copy of progress report is attached.

Sullivan announced a bonus program will be given by Ringling Brothers Patches the Clown and his dog Alphabet.

Staff Appointments
Sullivan introduced Lolly Pineda to Board. She is newly appointed Reference Librarian full time at Serramonte Branch. Board members welcomed her to the staff. Lolly also handles all Interlibrary Loan through on-line procedures. Interlibrary Loan transactions have grown enormously in the last few years. Recruitment is underway to find part time librarians for Reference and Children's assignments to help with this work load.

Expansion of hours
Board approved Sullivan's request for expansion of evening hours at Serramonte and Westlake Branches beginning in September 1987. New hours will be:

Serramonte - 10 a.m. to 9 p.m. Mon.& Wed.
Westlake - 10 a.m. to 9 p.m. Tues.& Thurs.

Trustees suggested expanded hours be offered only after hiring of part time librarians.
Saltzer explained more evening hours for both Branches may be a possibility next year.
Trustees would like to have signs posted on both Branch front doors regarding evening hours at other Daly City Branch and weekend hours at libraries in neighboring locations.

NEW BUSINESS

San Mateo County Fair
Peninsula Library System will again be represented at the Fair by the PLS booth. The booth won the John Cotton Dana Award from ALA last year for its excellence. Library staffers Lolly Pineda, Sue Von Hagel, Linda Barnes and Cath Scalice attended training today on working the booth. San Mateo County Fair begins July 24th.
Pineda reported the booth would have flyers on all PLS

libraries to hand out.

Legislative up-date
Sullivan informed Board the $1.1 million Literacy Campaign Augmentation was reduced to $500,000. This is an increase of 12.4% over the 86/87 level.

The working plans for the California State Library, $659,000 were eliminated.

PLF was treated as a maintenance item rather than a COLA and the $200,000 augmentation was retained.

Other
Sullivan explained recruitment for Library Commission appointments has been re-opened due to shortage of applicants.

The meeting was adjourned at 8:25 p.m. Next regular meeting will be September 15, 1987 at 7:30 p.m. August 18th meeting is cancelled.

SUMMER READING PROGRAM
PROGRESS REPORT

ABOUT 575 CHILDREN HAVE REGISTERED FOR THE "KNIGHTS OF THE READING ROUND TABLE" SUMMER READING PROGRAM THIS SUMMER. MOST OF THEM ARE EVENLY DIVIDED BETWEEN SERRAMONTE AND WESTLAKE, WITH THE SMALLER BRANCHES HAVING 25-40 EACH.

ATTENDANCE AT THE PROGRAMS HAS BEEN EXCELLENT AT SERRAMONTE AND WESTLAKE, AND MODERATE TO POOR AT THE SMALLER BRANCHES.

AT SERRAMONTE:

KNIGHTS IN ARMOR - 75 PEOPLE
BONNIE LOCKHART - SONGS FROM AROUND THE WORLD - 60
ALL ABOUT WHALES FROM THE WHALE CENTER - 110
MAGIC MIKE - 100
KNIGHT CRAFTS - 80

AT WESTLAKE:

DINOSAUR DAYS WITH FRANKIE & HER ANIMAL FRIENDS - 80
VENTRILOQUIST STEVE CHANEY WITH CORNEY CROWE - 65

AT JOHN DALY:

GERI TALES (PUPPETS, SONGS & STORIES) - 12
VENTRILOQUIST STEVE CHANEY - 22

AT BAYSHORE:

VENTRILOQUIST STEVE CHANEY - 6
TAMAKA (MAGICIAN) - 12
MOVIE - SWORD IN THE STONE - 10

AN ADDITIONAL TREAT FOR THE CHILDREN WILL BE $5.00 OFF COUPONS FOR GREAT AMERICA, AND A CHANCE TO WIN AN AUTOGRAPHED COPY OF A CHILDREN'S BOOK! CHILDREN SEEM TO BE ENJOYING THEMSELVES AND VERY ACTIVELY READING, AS THE KNIGHTS ON THE BULLETIN BOARDS CAN ATTEST!

MORE EFFORT WILL BE MADE NEXT YEAR TO ENCOURAGE ATTENDANCE AT THE PROGRAMS IN THE SMALLER BRANCHES. I DID GO TO ALL OF THE SCHOOLS IN THE AREA. ADDITIONAL POSSIBILITIES ARE BEING CONSIDERED FOR HEIGHTENING AWARENESS.

ALL IN ALL, THIS SUMMER APPEARS TO BE AS SUCCESSFUL AS LAST SUMMER.

CITY OF DALY CITY INTER-OFFICE MEMORANDUM

TO Distribution Below DATE 8/5/87

FROM Library

SUBJECT Change in Library Board meeting

Library Board meeting August 18, 1987 has been cancelled.

Next regular meeting will be September 15, 1987, 7:30 p.m. in the Community Room at Serramonte Library.

cc: City Manager
Mayor Powell
City Clerk
Serramonte Library
Westlake Library
John Daly Library
Bayshore Library

LIBRARY BOARD OF TRUSTEES
AGENDA

Serramonte Library
Community Room

7:30 p.m.
9/15/87

I. ROLL CALL

II. MINUTES

III. ADOPTION OF AGENDA

IV. STATISTICS

V. REPORTS

- A. Peninsula Library System
- B. Project Read
- C. System Advisory Board
- D. California Library Association
- E. Friends of the Library
- F. American Library Association

VI. OLD BUSINESS

- A. Library Directional Signs
- B. Children's Summer Program
- C. Staff Appointments

VII. NEW BUSINESS

VIII. OTHER

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING - SEPTEMBER 15, 1987

The meeting was called to order at 7:35 p.m. by President Sarah Kelechava.

ROLL CALL

Present: Sarah Kelechava; John Morrice; Bianca Caserza; John Sullivan, City Librarian.
Excused: Rolito Recio
Guest: Richard Rumery, SAB, FOL

MINUTES

The minutes of July 21, 1987 meeting were accepted as submitted.

ADOPTION OF AGENDA

Add under New Business - Service Awards Dinner

STATISTICS

Circulation statistics for July 1987 were distributed. Sullivan observed libraries are maintaining increases over last year. August statistics are in preparation and will be available at October meeting.

REPORTS

Peninsula Library System

Sullivan reported on the following three PLS programs.

The San Mateo County Library Books by Mail program has been very successful. PLS hopes to adopt and expand the model for use as a PLS program. A recent study by Consultant Rhea Rubin indicates Daly City, Redwood City Library and Menlo Park use the program heavily. Patrons include the physically disabled, geographically disabled and the elderly. The program provides convenience, long borrowing periods and no fines, all of which are of paramount importance to its success. While the selection of books is limited at present, if PLS adopts a centralized books by mail program, this problem can be addressed.

PLS Outreach bookmobile presently services convalescent homes and retirement homes in the County. Tentative plans for service agreements to these facilities are under discussion. Expansion of Outreach services to day care centers for the economically disadvantaged is also being considered.

The Film Center is a very popular PLS program. Daly City patrons use and like this service. Several member libraries have suggested disbanding the Center and

distributing the films to each library for their own video/film circulation collection. No decision has yet been reached on this question.

Morrice spoke in favor of the good service the Film Center provides.

Sullivan pointed out that discontinuing the Center would penalize libraries with smaller incomes. They could not provide similar service. The circulation of videos has created new library patrons in most library locales and the addition of new non-fiction films and videos has enhanced the collection. He wishes the Film Center program to continue as a centralized PLS program.

Project Read

Sullivan reminded Trustees that September is Literacy Month.
On Monday, September 14th ABC TV aired a drama on literacy starring Dennis Weaver. The production was excellent. It dramatized the problems of illiteracy for the individual and in the workplace with the added dimension of the impact of new found literacy skills on personal relationships.

Caserza mentioned that Project Read had received many phone calls after the broadcast.

Rumery's reading student saw and appreciated the presentation.

Project Read will sponsor "Literacy in the Workplace" ,a business breakfast and roundtable on Sept. 23, 1987 , 8:30 to 10:30 a.m. at Serramonte Center Community Room. Speakers include Daly City Mayor Jane Powell, Ronald Eadie, Exec. V.P. of Wells Fargo Bank; Jackie Speier, State Assemblywoman; employers and adult learners.

Celebration Dinner for tutors, learners and staff will be held Sept. 25th at the SSF Muni Services Building.

Sullivan distributed a Project Read staff report prepared for the SSF City Council.

Rumery is the first Project Read tutor to teach a student with auditory dyslexia using the Lindamood technique.He meets 3 times a week with his student for intensive 1/2 hour sessions. There is no textbook or homework, all learning is done during the one on one sessions. The

Lindamood technique is dramatic and kinesthetic in nature, very tiring but also very rewarding.

Sullivan announced new tutor training sessions will begin this week at Serramonte Library.

System Advisory Board

Rumery attended the kickoff luncheon at PLS headquarters in Belmont last Thursday, 9/10/87. There are no new appointees to date and meeting schedule for Fall has not been set.

California Library Association

Sullivan distributed CLA newsletter and convention brochure for the annual CLA convention. The convention will be held at the Santa Clara Convention Center, 5001 Great America Parkway on November 14-18, 1987.

Friends of the Library

Sullivan expressed condolences to President Scoville on the death of his wife.

Rumery attended the 1st Fall FOL Board meeting. The annual book sale is scheduled for October 3, 1987, 10 am to 4 pm at Our Lady of Mercy Hall.
Leslie Shelton of Project Read will be designing a new FOL brochure.

Sullivan announced the September book review to be held at Westlake Library 9/24/87 at 10 am. James K. Johns will review Elizabeth Zane's book "Greek Cooking for the Gods". Samples of Greek food will be served.

Belva Carroll, FOL Childrens' Committee is convalescing slowing at home. Encouragement from friends is welcome.

American Library Association

ALA Video Magazine, Issue IV, was played for the meeting. Topics filmed for this issue were a visit to Schomberg Black Studies Center in Harlem, an interview at his home with Lawrence Clark Powell, working interview of two male children's librarians on the job, a filmed chapter in the life of Melville Dewey and a visit to San Juan Capistrano's new library.

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING - SEPTEMBER 15, 1987

OLD BUSINESS

Library Directional Signs

John Morrice will arrange an appointment with Mike Simms of Public Works regarding new street signs.

Childrens' Summer Program

Sullivan stated the program was a great success. Final report is not yet prepared. The entire program was very well planned and executed. There was a huge turnout for the final party which featured professional storytellers and homemade cupcakes.

Childrens' Librarian Cath Scalice is currently working on liaison with the schools.

Staff Appointments

Sullivan reported on staff appointments.
Three new part time librarians have been hired. They are Chanetta Jackson, Alma Lewandowski and Maya Spector. All are experienced and capable.
New library pages at Westlake are Mimi Siu and Grace Chu.
New library pages at Serramonte are Jonathan Salazar and Mike Delucchi.

NEW BUSINESS

Service Awards Dinner

Two library staffers will receive awards this year, Carol Gamba for five years of service and Marie Cappa for fifteen years.

Sullivan informed Trustees of expanded evening hours at Westlake and Serramonte Branches as follows:
Westlake - 10 am - 9 pm Tuesday and Thursday
Serramonte - 10 am - 9 pm Monday and Wednesday

Morrice asked if a Commissioner's dinner would be held this year. Sullivan replied yes, but date is not set.

The meeting was adjourned at 9:15 p.m. Next regular meeting will be October 20, 1987 at 7:30 p.m.

CITY COUNCIL
JANE POWELL
MAYOR
ALBERT M. TEGLIA
MAYOR PRO TEMPORE
ANTHONY A. GIAMMONA
MICHAEL D. NEVIN
JAMES J. TUCKER

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CITY TREASURER

PHONE (415) 991-8125

OFFICE OF THE MAYOR

CITY OF DALY CITY

333-90TH STREET
DALY CITY, CA 94015-1895

September 17, 1987

Mrs. Dianne M. Leonetti
63 Mateo Avenue
Daly City, CA 94014

Dear Mrs. Leonetti:

Thank you for serving on the Daly City Library Board of Trustees. The time and effort you spent in the capacity as a Board Member is most sincerely appreciated.

On behalf of the City Council, I would like to extend our very best wishes to you and your family in your future endeavors. We are looking forward to seeing you at the Annual Commissioners' Dinner, which will be held on Friday, October 30, 1987.

Again, thank you for your participation in our local government and for your service to the Daly City community.

Best regards,

Jane Powell

Jane Powell
Mayor

JP/rp

bcc: Deputy City Manager
City Clerk
City Librarian

CITY COUNCIL
JANE POWELL
MAYOR
ALBERT M. TEGLIA
MAYOR PRO TEMPORE
ANTHONY A. GIAMMONA
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PHONE (415) 991-8125

OFFICE OF THE MAYOR

CITY OF DALY CITY

333-90TH STREET
DALY CITY, CA 94015-1895

September 15, 1987

Mr. Rolito Recio
565 Higate Drive
Daly City, CA 94015

Dear Mr. Recio:

I am pleased to inform you that the City Council at their regular meeting of September 14, 1987 reappointed you to the Library Board of Trustees for a three-year term.

Your past service to the City of Daly City and the community is deeply appreciated and we look forward to working with you in your new term of office.

Congratulations on your reappointment. If I can be of service to you, please feel free to call on me.

Very truly yours,

Jane Powell
Mayor

JP/rp

bcc: Deputy City Manager
City Clerk
City Librarian

CITY COUNCIL
JANE POWELL
MAYOR
ALBERT M. TEGLIA
MAYOR PRO TEMPORE
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PHONE (415) 991-8125

OFFICE OF THE MAYOR

CITY OF DALY CITY

333-90TH STREET
DALY CITY, CA 94015-1895

September 14, 1987

Denise D. Schwarzbach
43 Castillejo Dr.
Daly City, CA 94015

Dear Mrs. Schwarzbach:

I am pleased to inform you that the City Council at their regular meeting of September 14, 1987 appointed you to the Library Board of Trustees for a three-year term.

Several candidates applied for the appointment who had excellent qualifications, and each expressed great interest in the position.

Congratulations on your new appointment. If I can be of service to you, please feel free to call on me.

Very truly yours,

Jane Powell
Mayor

JP/rp

bcc: Deputy City Manager
City Clerk
City Librarian

CITY OF DALY CITY
333-90TH STREET
DALY CITY, CA 94015-1895
PHONE: (415) 991-8000

September 17, 1987

Library Board of Trustees
Daly City, California

Dear Members of the Board:

It is with pleasure that I advise you that at the regular meeting of September 14, 1987, the City Council reappointed Rolito M. Recio and appointed Denise D. Schwarzbach to the Library Board of Trustees with terms of office expiring June 30, 1990.

Very truly yours,

Lorraine D'Elia

LORRAINE D'ELIA
City Clerk

LD:cr

43 Castellejo -756-8680
94015

CITY OF DALY CITY

333-90TH STREET

DALY CITY, CA 94015-1895

PHONE: (415) 991-8000

September 17, 1987

Library Board of Trustees
Daly City, California

Dear Members of the Board:

It is with pleasure that I advise you that at the regular meeting of September 14, 1987, the City Council reappointed Rolito M. Recio and appointed Denise D. Schwarzbach to the Library Board of Trustees with terms of office expiring June 30, 1990.

Very truly yours,

Lorraine D'Elia

LORRAINE D'ELIA
City Clerk

LD:cr

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF SPECIAL SESSION - OCTOBER 2, 1987

The meeting was called to order at 7:55 p.m. by President, Sarah Kelechava.

ROLL CALL

Present: Sarah Kelechava; Bianca Caserza; Rolito Recio; John Sullivan, City Librarian.
Excused: John Morrice, Denise Schwarzbach
Also in Attendance: David R. Rowe, City Manager; Linda Saltzer, Assistant City Librarian; Linda Barnes, Marie Cappa, Mr. & Mrs. Brian Von Hagel, and Richard Rumery.

SPECIAL BUSINESS: CLOSURE OF WESTLAKE LIBRARY FOR REPAIRS

Mr. Sullivan reported that flaking of the Westlake Library ceiling was reported by the staff in late August. An investigation of the condition of the ceiling by the Public Works Dept. resulted in a recommendation that the ceiling should be replaced.

Acting on this recommendation the Library requested and received permission from the City Manager to proceed with the ceiling replacement as soon as possible. Therefore, he asked for the Board's approval to close the Westlake Library from October 10, 1987 through December 7, 1987. During the eight week period, the ceiling would be replaced; the radiant heating system which is embedded in the ceiling would be checked for condition; and some interior painting would be done.

In response to a question from Mr. Rumery, Sullivan replied that every effort would be made to accommodate Project Read tutors who have been using the Westlake Library. Commissioner Caserza was informed by Mr. Sullivan, in response to her question staff assignments, that the staff of the Westlake Library would be re-assigned to other libraries during the eight week period.

MSP: The Westlake Library will be closed for repairs from October 10 to December 7, 1987.

The meeting was adjourned at 8:35 p.m. The next regular meeting will take place as scheduled on Tuesday, October 20, 1987.

Daly City Public Library
Library Board of Trustees

Serramonte Library
Community Room

AGENDA

10/20/87
7:30 pm

I ROLL CALL

II INTRODUCTION AND SWEARING IN

III MINUTES

IV ADOPTION OF AGENDA

V STATISTICS

VI REPORTS
- A. Peninsula Library System
- B. Project Read
- C. System Advisory Board
- D. California Library Association
- E. Friends of the Library
- F. American Library Association
- G. Legislative update

VII OLD BUSINESS
- A. Library Directional Signs
- B. Children's Summer Program Final Report
- C. Commissioners Dinner
- D. Service Awards Dinner

VIII NEW BUSINESS

IX OTHER

Library Board of Trustees

SPECIAL SESSION

Serramonte Library
Community Room

Oct.2,1987
7:30 pm

AGENDA

I. CLOSING OF WESTLAKE LIBRARY FOR RENOVATIONS

cc: Mayor Powell
City Manager
City Clerk
4 Libraries
5 Library Trustees

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING - OCTOBER 20, 1987

The meeting was called to order at 7:35 p.m. by President Sarah Kelechava.

ROLL CALL

Present: Sarah Kelechava, Bianca Caserza, Rolito Recio, Denise Swarzbach (new member), and John Sullivan.
Excused: John Morrice.
Guest: Richard Rumery, SAB, FOL; Linda Saltzer, Assistant City Librarian; Al Swarzbach.

INTRODUCTION/SWEARING IN

Denise Swarzbach, an avid library user and active supporter of the Library was introduced. Mr. Sullivan explained that the swearing in would have to be deferred to the next meeting due to prior commitment of the City Clerk.

MINUTES

The minutes of September 15, 1987 meeting were accecpted as submitted.

ADOPTION OF AGENDA

Agenda accepted as submitted.

STATISTICS

Circulation statistics for August and September were distributed. Saltzer explained the format and content of the report to Mrs. Swarzbach and commented that circulation continues to increase overall and that the decrease at Bayshore is smaller than it had been for some months.

REPORTS

Peninsula Library System

Sullivan announced the fifth anniversary of the installation of the PLAN computer, commonly known as Hugo. He further explained that plans were underway to replace the system as we are beginning to outgrow it. Responding to a request to describe activities related to the replacement of the system, Saltzer explained that work is underway to convert our data base into the format recognized by the new system and that all libraries were currently engaged in estimating what new functions of GEAC 9000 system they intended to implement and when so that specifications for system size and growth could be calculated.

Project Read
Sullivan reported that both the business breakfast program, "Literacy in the Workplace" (9/23) and the Celebration Super Dinner (9/25) were very well attended. Concurring with Sullivan, Rumery, a Project Read Tutor and SAB member, explained the Project to the new Trustee and reported that there were approximately 115 pairs currently in the program which, since its beginning, has had more than 350 pairs.

System Advisory Board
Sullivan informed the Board that there was an orientation for new SAB members in September. Rumery reported that Goals and Objectives for the year have been developed, but that he had not yet had the time to review them and could make no further comment.

California Library Association
The conference this year will be held at the Santa Clara Convention Center, November 14 through November 18th. Sullivan explained that the Board did have the option to attend, but had not decided to do so this year. In response to a question from Mrs. Caserza, Saltzer mentioned that three librarians were planning to attend.

Friends of the Library
Sullivan reported that the Harvest Book Fair held on October 3rd produced $826. The logistics did not go smoothly, but fortunately the volunteers who were available were able to handle the situation. The next book review program will be held on Thursday and featuring Helyn Dilbeck who will be reviewing, Changing and Choices, by Liv Ullman.

American Library Association
No report.

Legislative Update
Sullivan informed the Board that the San Francisco Public Library and the San Diego Public Library recently wrote to the Franchise Tax Board to inform that agency that the libraries were no longer willing to distribute tax forms. Within a very short time, a rider compelling libraries in the State of California to distribute tax forms was attached to a piece of legislation that was signed by the Governor. There will no doubt be further discussion of this issue at the next conference of CLA.

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING - OCTOBER 20, 1987

OLD BUSINESS

Library Direction Signs

Sullivan updated the Board on developments related to providing improved signage to library facilities. Mike Simms of the Street Division met with John Morrice and Sullivan. Mr. Morrice, who had expressed dissatisfaction with existing signs will compile a list of additional locations. While there are constraints, the new signs are expected to be larger and possible carry the library symbol.

Children's Summer Reading Program

The report of the Children's Services Librarian, Cathie Scalice, was distributed. Issues related to service to school age children were discussed. Mr. Sullivan explained that after conferring with the Board of Trustees last year, a considerable effort has been made to provide cirriculum support in all branches. He also stated that more cooperation is needed between the school district and city departments, particularly Library and Park & Recreation.

Commissioners Dinner

Sullivan reminded the group to RSVP to attend the Commissioners Dinner by October 23rd.

Service Awards Dinner

Sullivan reported on the Employee Awards Dinner on October 9th. Marie Cappa was recognized for 15 years of service and Carol Gamba received a 5 year award. Rose Marie Pigott won the Safety Suggestion Award.

NEW BUSINESS

Adult Programs presented by the Library

Sullivan informed the Board that a program on financial planning entitled, "Cyclical Investing and the Financial Planning Process," would be presented free of charge at the Serramonte Library on Monday evening, November 9th. Future programs for adults, including an explanation of the new tax law are also planned.

ANNOUNCEMENTS

Mr. Sullivan reported that he had attended a reception for the new Librarian of the San Francisco Public Library, Mr. Kenneth Dowling. Mr. Dowling comes to San Francisco from Pikes Peak, Colorado and is well known in the professional for his innovative use of automation and his strong commitment to public service.

Daly City Library Board of Trustees
Regular Meeting November 17, 1987

Serramonte Library **11/17/87**
Community Room **7:30 p.m.**

AGENDA

I. ROLL CALL

II. SWEARING IN

III. MINUTES

IV. ADOPTION OF AGENDA

V. STATISTICS

VI. REPORTS
- A. Peninsula Library System
- B. Project Read
- C. System Advisory Board
- D. California Library Association
- E. Friends of the Library
- F. American Library Association
- G. Legislative up-date

VII. OLD BUSINESS
- A. Westlake Library Renovations
- B. Other

VIII. NEW BUSINESS
- A. Meeting Room Policy Changes
- B. Other

DALY CITY LIBRARY BOARD OF TRUSTEES
Minutes of November 17, 1987 Regular Meeting

The meeting was called to order by Vice President John Morrice at 7:40 p.m.

ROLL CALL

Present: John Morrice; Bianca Caserza; Denise Schwarzbach; Rolito Recio; Linda Saltzer, Assistant City Librarian
Excused: Sarah Kelechava
Guests: City Clerk Lorraine D´Elia and Richard Rumery, SAB and FOL

SWEARING IN

City Clerk Lorraine D´Elia administered the Oath to new Trustee, Denise Schwarzbach.

MINUTES

Motion was passed to accept the minutes of October 2 and October 20, 1987 with correction of spelling of Schwarzbach.
MSP Caserza, Schwarzbach

ADOPTION OF AGENDA

Motion was passed to accept agenda with following changes: Add under Reports - Library Programs and add Announcements after New Business. MSP Caserza, Recio

STATISTICS

October circulation statistics were distributed to Trustees.
Saltzer commented Westlake Library closing 10/9/87 did not reduce circulation as much as expected. Westlake patrons are using the Serramonte Branch. Juvenile statistics are higher for Serramonte because of the Westlake closing.
New sound recordings in LP format were processed in October.

REPORTS

Peninsula Library System

Saltzer distributed a flyer about a new PLS program called "Celebrate Life". It is a county-wide program enabling patrons to donate a children´s book to their library in their child´s name. A plaque is placed inside the donated book and the child receives a postcard and a bookmark.
The project is sponsored by the PLS Children´s Committee.
Promotional poster for "Celebrate Life" is by illustrator James Marshall.

Morrice asked if money could be donated to the program, Saltzer replied affirmative.

PLS Community Relations Committee has inaugurated a National Library Week program designed to present local authors to the public. The first program will feature Marcia Muller and Bill Pronzini, date and location of program to be announced. The committee is searching for an auditorium in North County and another in South County with seating for at least 100 people.

Caserza suggested Serramonte Del Rey and Morrice suggested Skyline College Theater.

Saltzer reported PLS Administrative Council will be making a special effort to establish a good working relationship with Kevin Dowling, new City Librarian in San Francisco. There are several areas of cooperation between PLS and San Francisco which are deteriorating and need mending. Most vital is the production of the Union List of Periodicals, produced jointly by PLS and San Francisco. San Francisco will be replacing the computer which produced the Union List of Periodicals and the program for this production will be lost. PLS wishes to negotiate for retention of the San Francisco periodical data base because it provides a vital research tool for PLS libraries.

Morrice inquired if it is possible for SF to provide an interface or transfering mechanism of the ULP program and data base, which would enable it to be dumped into another computer.

Saltzer explained this is a prohibitively expensive and technically difficult procedure.

PLS has one year to work out a compromise with San Francisco regarding the production of the Union List of Periodicals. The Chairman of the PLS Administrative Council will invite Kevin Dowling to a meeting and reception in the near future.

Project Read

Leslie Shelton, Coordinator of Project Read has informed Saltzer the State Library is working on a method for evaluating learner progress and a system of tracking and recording same.

Saltzer reported 100% funding from State Library for literacy programs will drop to approximately 75% funding by 1989. Libraries providing programs will need to plan to fund 25% of the programs on their own or with community

support.

Currently 130 tutor/learner pairs are matched and working. Forty new tutors have completed training and await students.

Rumery stated a total of 350 pairs of tutors/learners have entered Project Read to date.

Children's Librarians at South San Francisco and Daly City will be contacting the new Target Store regarding their Family Literacy Outreach program grants.

System Advisory Board

Saltzer announced SAB Legislative Breakfast will be held March 19, 1987. The theme will be "Improving Library Facilities". Quentin Kopp will be invited to speak. He is a supporter of SB 181, the Keane Bill, which asks for $300 million for upgrading library facilities state-wide. Passage of SB 181 would provide funds for much needed renovations of older buildings to meet the demands of new technology.

Rumery attended SAB meeting on November 12th. SAB will meet the last Thursday of every other month. March 24, 1988 meeting will be at Serramonte Library.
Objectives for the coming year include SAB members involved in and understanding all PLS activities and 100% attendance at California Library Association Conference.
By laws were changed to reflect bi-monthly meeting schedule and dismissal for a member with 2 unexcused absences.

California Library Association

Saltzer attended a meeting on State Wide On-Line Date Base at CLA Conference in Santa Clara. All libraries in California participate and contribute to the CLSA State-wide Date Base. It is now part of a database called OCLC which is national/international in size and scope. Access to the data, and interlibrary loan privileges nationwide, provide an excellent service to our library patrons.

Friends of the Library

November book review by Virginia Tierney will be held at 7:30 p.m. at Serramonte Library. The subject is horses.
December 3, 1987 at 10 a.m. is "Books for Holiday Giving Time," presented by a local book store.

FOL has established a memorial fund for Emmett Tierney. Donations will be used to purchase science books for

children.

Rumery stated the Corresponding Secretary for FOL will contact Fort Bragg Library regarding the possibility of sending books not sold at the Book Fair to their library.

American Library Association

Saltzer reported ALA and the National Council for Library Information Science will host a campaign called "The Best Gift You'll Ever Give Your Child is a Library Card." PLS libraries will participate in the campaign.

Legislative up-date

Saltzer informed Board SB129, the Jones Bill, requires all California Libraries to distribute CA tax forms.

SB482- Roberti bill, adds a Children's Consultant to the State Library and a "Families for Literacy" program, however, the bill was passed without funds.

Library Programs

Saltzer remarked on the excellence of Ellen Shell's "Cyclical Investing and The Financial Planning Process" workshop, held November 9th at Serramonte Library.

Another financial program will be offered January 23, 1988, called "IRS - 1986 Tax Reform Act". Time and name of speaker not confirmed.

Mayor Powell is sponsoring a balloon launches to celebrate Childrens' Book Week:

Nov. 18, 1987 - 12 noon at Tobias School
Nov. 18, 1987 - 4 p.m. Serramonte Library
Nov. 20, 1987 - 12 noon at Colma School

Each balloon will read "Go Wild For Books" and will have a returnable postcard attached giving the name of the child it is launched by. Children participating will receive a book mark and coupons for Shakey's pizza.

Officer Peggy Smith of the Daly City Police Department will present a program for latchkey children called "Safety After School", on December 7, 1987, 3:30 p.m. at Serramonte Library. A similar program for adults will be offered in the near future.

Saltzer enumerated programs in planning for 1988. They include:

Craft workshop.
City-wide children's art contest for National Library Week, theme to be "Card with a Charge".

OLD BUSINESS

Westlake Library Renovation.
Saltzer described work accomplished thus far on the renovation. The ceiling has been removed in the entire building and replaced in the staff room. Doris Thommasen estimates the December deadline for completion of the work will be met. Westlake Library will be scrubbed completely, staff room, reading room and restrooms will be painted and Venetian blinds will be replaced.

Other
No reports.

NEW BUSINESS

Meeting Room Policy Changes

Saltzer read suggested revisions to Serramonte Community Room user policy. After discussion, a motion was made and passed to incorporate these changes into the policy.
MSP Caserza, Morrice
(Copy of new policy attached to minutes)

Announcements
Saltzer invited Morrice to announce his daughter Jennifer's recognition by the Jefferson High School District as Student of the Month. Morrice added she has also received the Exchange Club honor of Student of the Month. Jennifer is a fine student and also writes the column "Rambling" for the Daly City Record. She hopes to become a journalist.

Other
Schwarzbach stated she would like to see a listing of new books purchased by the library for patrons to browse, as well as best seller lists. Both types of listings are helpful for readers.

There being no further business to discuss, the meeting was adjourned at 9 p.m. December 15, 1987 meeting will be cancelled. Next regular meeting will be January 19, 1988.

DALY CITY PUBLIC LIBRARY
40 Wembley Drive
Daly City, CA 94015
(415) 991-8025

MEETING ROOM POLICY

POLICY

The primary function of the Library's meeting room is to promote the Library's educational program. Library originated or sponsored programs and programs presented by associated libraries or professional library organizations have priority in the use of the room.

When the room is available, it may be used by community groups or organizations devoted to educational, cultural or community welfare activities for non-profit, non-partisan and non-denominational purposes clearly consistent with the library's objectives.

PRIORITY LIST

1. Daly City Public Library or City of Daly City programs.
2. Associated libraries and professional library organizations.
3. Community-oriented groups to which guests are welcome and membership open without regard to race, color, creed, national origins or social or political views.
4. Recreational activities and meetings that are organized, promoted, conducted and sponsored by local non-profit organizations, of special interest in nature and primarily for their membership, but open to the public.
5. Board meetings of community organizations.

RULES OF USE

1. The meeting room must be reserved as far in advance as possible. A schedule of bookings is maintained. Advance reservations may be cancelled if the room is required for a Library or City meeting. (No group, other than Library or City related, may reserve the room more than twice in one month without permission from the City Librarian.
(2. The name, address and telephone number of the Library may not be used as the official address of any organization using the room; nor may any non-library groups using the room publicize its activities in such a way as to imply Library sponsorship.)
3. The meeting room is available during the hours

the Library is open. If additional time is needed, special arrangements must be made 30 days in advance and approved by the City Librarian. A fee of $5.00 per half hour or any portion thereof will be charged for any meeting that continues beyond the Library's usual closing time. (Basic fee for room use is $5.00 per meeting.)

4. The legal capacity of the room is 99 people. The Library provides seating for 75 people, two conference-size tables, and a blackboard. A piano, a lectern with microphone, and a projection screen are also available.
5. When the meeting room is in use for public meetings, no smoking or food preparation is allowed. Coffee and light refreshments may be served. An electric coffee maker is available on request. The group using the room is responsible for cleaning up after serving refreshments.

NOTE: ITEMS IN BRACKETS ARE ADDITIONS TO BE APPROVED.

Changes approved and adopted 11/17/87.

CITY OF DALY CITY INTER-OFFICE MEMORANDUM

TO Distribution Below DATE 11/19/87

FROM Library Linda M. Saltzer

SUBJECT Cancellation of December meeting

The regular meeting of the Library Board of Trustees, December 15, 1987 has been cancelled.

Next regular meeting will be January 19, 1988, 7:30 p.m., Serramonte Library Community Room.

cc: Libraries
City Clerk
City Manager
Mayor Powell

Notes

DALY CITY LIBRARY BOARD OF TRUSTEES

Serramonte Library
Community Room

January 19, 1988
7:30 p.m.

AGENDA

I. ROLL CALL

II. MINUTES

III. ADOPTION OF AGENDA

IV. STATISTICS

V. NEW BUSINESS

A. Serramonte Library Evening Hours
B. Saturday Schedule

VI. REPORTS

A. Peninsula Library System
B. Project Read
C. California Library Association/CALTAC
D. System Advisory Board
E. Friends of the Library
F. American Library Association
G. Legislative Update

VII. OLD BUSINESS

A. Westlake Library Renovations

VIII. OTHER

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF JANUARY 19, 1988 REGULAR MEETING

The meeting was called to order by President Sarah Kelechava at 7:30 p.m.

ROLL CALL

Present: Bianca Caserza; Denise Schwarzbach; Rolito Recio; Sarah Kelechava; John Morrice; Linda Saltzer, Asst. City Librarian; John Sullivan, City Librarian.

GUESTS

V. Lee Yarborough, Director of Public Works; Rulon Scoville, Pres. Friends of the Library; Pat Kelly, President Local 919 AFSCME; Keith Uriarte, Business Representative- Local 919 AFSCME; Richard Rumery, SAB; Library staff members Zella Cushingberry, Rose Marie Pigott, Kathy Rivera, Janet Baccei.

MINUTES

Minutes of the November 17, 1987 meeting approved as submitted.

ADOPTION OF AGENDA

Add before Statistics - Introduction.
Add under Reports - Ca State Library.

INTRODUCTION

Sullivan introduced and welcomed V. Lee Yarborough, Director of Public Works.

Yarborough stated he is happy to be "home" to the Bay Area. He and his wife are native San Franciscans. Mrs. Yarborough attended Notre Dame High School and Mr. Yarborough attended Galileo High. Both graduated from CCSF and SJU. His Engineering and Public Works career progressed in CA cities away from the San Francisco Bay Area and he is glad to return to the urban scene.

STATISTICS

Statistics for November and December were distributed. Kelechava noted increase in Serramonte circulation during these months because of Westlake closure.

Recio observed Nov and Dec figures for previous year totals are the same.

Saltzer will review and change these figures.

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF JANUARY 19, 1988 REGULAR MEETING

NEW BUSINESS

Serramonte Evening Hours

Discussion as follows:

Sullivan In November Westlake Library closed for renovations and Serramonte Branch expanded evening hours to four nights per week. When Westlake Library reopened, the Serramonte Branch retained evening hours for four nights as a pilot project, without prior Board approval. Board was asked to decide if Serramonte Library should stay open four nights per week.

Patrons appreciate the restoration of the Tuesday and Thursday evening hours at Serramonte and he would like to continue to offer these service hours. Scheduling staff is difficult but so far it is working.

Trustees were asked if they wish to continue, modify or change the new hours. It is 6 additional service hours per week and has no budget impact since regular staff schedule has been stretched to accommodate.

Schwarzbach
How does this affect the staff?

Sullivan Staff has always worked evening hours and no staff are scheduled in excess of the 37 1/2 or 40 hour work week.

Caserza What is staffing level on evenings open?

Saltzer Two Library Assistants at the circulation desk, 1 Library Page and 1 Librarian. However, Westlake Library evening hours cannot provide a Librarian to patrons if Serramonte is open the four evenings.

Caserza What is staffing at Westlake in the evening?

Saltzer Two Library Assistants, 1 Library Page(until 8 p.m.)

Schwarzbach
Do we know how many patrons are using the new evening hours at Serramonte?

Saltzer Statistics are not yet available to demonstrate this.

Schwarzbach
Invited Library staff members present to comment.

Pigott — Two Library Assistants and one teenage Library Page is not a safe staffing level. In the past Library Monitors (young male college students) worked evening hours, checked stacks at closing time, kept order, and escorted staff to their cars. This was a safe staffing arrangement.

Sullivan — Asked Mrs. Pigott if she has a safety proposal.

Morrice — Would like to tentatively approve the hours on condition the Police Department be requested to check on the Libraries during evening hours and escort employees to their cars at closing time.

Sullivan — This can be requested.

Pigott — Nowadays a public library is open to homeless, destitute and potentially desperate people.

Uriarte — Libraries nationwide feel the impact of a new clientele which includes the homeless, destitute adult and latchkey children. Employees need to be protected from possible harm and Police escort is a good idea.

Morrice — Danger can lurk in daytime hours also, but uniformed Police walk-throughs and presence are an effective deterrent.

Sullivan — Library administrations have historically been highly aware of all safety problems in the operation of a public facility. He will request the additional Police coverage for Serramonte and Westlake Libraries at evening closings.

Recio — Information regarding the increased number of patrons using the evening hours can be used to justify budget requests for additional staff.

Sullivan — Westlake Library patrons use the morning hours heavily and Serramonte users seem to prefer evening hours.

Saltzer — It took a year to realize heavier early morning usage at Serramonte when these service hours were restored.

Cushingberry
Can we project how many patrons will use the new evening hours at Serramonte?

Recio — Suggested collecting statistics on evening usage to justify the expanded hours and future funding increases.

Sullivan Expansion of evening hours really represents a closer return to pre-Proposition 13 library service, and should be considered as restoration of old hours rather than the addition of new hours.

Schwarzbach
Three staff members are minimum for safety. If readership increases additional staff should be scheduled.

Caserza What segments of the community use the evening hours?

Sullivan Adults, teens and children with their parents.

Board agreed to tentatively keep Serramonte expanded hours and directed Sullivan to report next meeting on Police coverage for staff.

Saturday Schedule
Discussion as follows:

Sullivan In 1979 the AFSCME Local 919 attempted to include Library closings on holiday weekends in its contract with the City. Since only the Library Board of Trustees has the authority to set hours of Library public service, the matter was referred to them. Because of staffing cuts following Proposition 13, the Board felt it was appropriate to close the libraries on weekends when a holiday was observed on Friday or Monday. It also decided that this policy would be reviewed periodically for appropriateness.

In 1988 and 1989, if the present policy of closing continues, the Library will be closed to the public for 11 days each year in addition to the holidays observed.

Board is asked to express its opinion, weigh the merit of public service needs vs staff needs, and decide on continuing or discontinuing the three day weekend holiday closures.

Morrice People will complain no matter what service hours are set. Library staff should have the same advantage of holiday weekends as other City workers enjoy. Supports all the three day weekend closures for this year.

Sullivan Most libraries are open on Saturday if there is a Friday or Monday legal holiday.

Caserza How many PLS libraries take three day holiday weekends?

Sullivan Only San Bruno Library.

Kelechava
Does all City staff have the 3 day holiday weekends?

Sullivan Generally speaking this is true in the case of clerical and administrative staff, who are normally scheduled from Monday through Friday.

Cushingberry
Library staff does not have a five consecutive day work week schedule. Saturday staff take a day off before the Saturday requirement. All other City employees enjoy three day holiday weekends.

Sullivan Library staff is advised at time of hire of evening and Saturday work requirements.

Uriarte There are usually shift differentials, time and a half hours earned, or other compensations for breaking up a five day consecutive work week, holiday weekend, or evening shifts.

Sullivan Shift differentials, etc. are all negotiable items but are not for the Library board to determine.

Morrice Would Library budget be paying for 11 additional days per year if three day weekend Saturday hours are used?

Sullivan No. It is for public benefit. They often do not have the same holidays and find it hard to understand why we are closed the Saturday before or after the actual holiday.

Morrice If expanded evening hours and holiday Saturday hours are added to the schedule, would we be providing the same service as pre-proposition 13?

Sullivan We would be closer. In pre-Proposition 13 days we had evening and Saturday hours at all four libraries.

Morrice Prefers staff has the benefit of three day holiday weekends rather than breaking them up.

Sullivan We are offering a public service. If we are not open to provide this service when patrons are available to use it, we are not doing our job.

Morrice Believes employees must be treated well and be dealt with fairly. This ultimately creates better service to the public.

Sullivan Staff should be available to the public when needed.

Morrice The public needs to be educated to when the Library is open.

Kelechava
Does not like two September holidays falling so closely together.

Pigott They occur before students have been given new Fall homework assignments.

Kelechava
Was considering adult patrons, not necessarily the students. Each holiday should be considered separately for impact on public service.

Cushingberry
How do other libraries staff evenings and Saturdays?

Sullivan No additional staff is used, it is a scheduling matter only.

Saltzer The plan is for Serramonte Library only to open the Saturday after or before a holiday. Staff from other branches will be pooled for use at Serramonte. This means possibly one additional Saturday for each staff member per year.

Uriarte Doesn't understand the necessity for this now.
It has been practice for 10 years to close the Saturday before or after a holiday. Are there written requests, criteria, needs assessments to justify changing? Is the community protesting and what's to gain?

Morrice The public is generally complacent. A few phone calls is not a crisis. We are here to decide what best serves the public but also favors consideration of the staff.

Sullivan This is not a re-active demand based on public outcry but a pro-active and professional gesture.

Uriarte What has changed to cause this attitude now?

Sullivan Pre-Proposition 13 service levels need to be restored, even if done in small increments.

Schwarzbach
Westlake patrons will be slighted if only Serramonte Branch opens on 3 day weekends.

Sullivan Serramonte has been established as the Main Branch. All reference services are at Serramonte and the public has adapted well to this reorganization.

Pigott Serramonte Library is hard for Westlake patrons to get to, particularly the elderly. This does them a disservice.

Sullivan Agrees but cannot provide the service at two locations this year. John Daly and Bayshore patrons also suffer by having only Serramonte open Saturdays. The choices are difficult.

Schwarzbach
There is merit on both sides of this argument.

Morrice It is not a staff vs management problem.

Kelechava
The issue needs much more study before a decision can be reached.

Baccei Would staff from all four branches be used to staff the Saturday holiday weekends?

Sullivan Yes, this would create a large rotating pool so that normally no one would be required to work more than one of the Saturdays.

Pigott Bringing in staff from branches on short notice means they are unfamiliar with procedures and the working environment is new. This produces hit or miss service.

Morrice It's still a matter of being open at all versus closing. He would prefer some inexperienced staff to none.

Caserza The evening hours should be continued for now.

Sullivan Requested the Board consider the merits of opening Serramonte Branch on the Saturday after a Friday holiday or

before a Monday holiday, and when ready to vote on the issue.

Cushingberry
Asked Trustees to consider weekly staffing problems created to provide coverage on Saturday holiday weekends.

Uriarte Concern is staffing levels. Moving the same number of people around on an expanded schedule is difficult.

Kelechava
Each year additional staff is requested and the requests are denied.

Sullivan We will continue to try each year to increase staff.

Cushingberry
There are 9 librarians and only 6 full time Library Assistants.

Saltzer Explained Librarian duties. Three are administrative and also do public service, one is technical processing and helps out on the public service schedule. This leaves only 2 full time librarians for public service. Three part time librarians are used in public service work only.

REPORTS

Peninsula Library System

Sullivan announced the 2nd annual Legislative Breakfast to be held March 19, 1988. Quentin Kopp will be the keynote speaker. The theme is "Out of Carnegie - Into the Future" Mike Dillon of the State Library will speak on library renovation and building projects. Date and site of breakfast to be provided by PLS.

Project Read

Sullivan reported adult learner Gary Brewer has been nominated by Leslie Shelton for "Adult Learner of the Year", sponsored by the National Adult and Continuing Education Week Cosponsoring Organizations.

San Mateo County Office of Education is sponsoring "Reading Day in the County" on April 27, 1988. Related activities will be scheduled countywide.

This is the third year Project Read has been operating. State funds are diminishing to 75% and will eventually disappear. Local funding sources must be found through

local government and business to finance Project Read into the future. PLS Forum will address this need.

Recio suggested informing local officials and legislators attending the Legislative Breakfast of literacy needs.

Rumery attended a dinner for auditory dyslexia tutors. Speaker was Raymond Jones of Skyline College. Tutors were asked to speak on their experiences tutoring students with auditory dyslexia.

California Library Association/CALTAC

CALTAC Trustees Tool Kit books were distributed.

Sullivan announced CALTAC workshops to be held this year at Salinas, Saturday 1/30/88 from 9 a.m. to 3 p.m. The workshops are called "Trustees and the Planning Process."

California Library Association renewal forms are to be processed by Secretary Mc Clay.

System Advisory Board

Sullivan stated next SAB meeting will be at Millbrae Library, 1/27/88, 4-6 p.m.

Rumery reported he is on the PENLIT Committee of SAB this year. The Committee is chaired by Leslie Shelton.

Friends of the Library

Scoville reported the Friends are sending books left over from their sales to the Library in Fort Bragg. A fish truck coming from Fort Bragg will pick up the books and transport them back to Fort Bragg on Wednesday morning 1/20/88.

Caserza asked Scoville how many books were being sent?

Scoville estimated 2 or 3 thousand. He would appreciate help loading the books into the truck.

Rumery mentioned it would be nice to have some publicity for what the Friends are doing to help Fort Bragg Library.

Morrice will call Bill Hirschman of the Daly City Record to see about getting an item in the newspaper.

Sullivan reported Shasta County Library, which closed for lack of funds, will be reopening as a "Public Lending Facility" on 1/5/88. Shasta County Board of Supervisors transferred $200,000 as a contingency reserve fund to allow the Library to open its Redding Branch for 15 hours per week. Reference services, children's programs and new books will not be available.

American Library Association

No report.

Legislative update

Sullivan reported on the Governor's Budget.
$810,000 to implement the families for literacy program, $600,000 is for local programs and $210,000 is for a literacy consultant and children's consultant at the State Library.
$500,00 of additional funding to establish the California Literacy Campaign in seven additional library jurisdictions.
$900,000 is added to the current amount of $20.2 million in the Public Library Fund.

California State Library

Sullivan informed Trustees that Daly City's share of PLF funds this year will be $61,130.

Schwarzbach asked how the funds appear in the operating budget.

Saltzer explained PLF funds are projected as a revenue when the budget is formulated each year.

Daly City Library will apply for $5,000 per library for Older Adults Materials Collection Development Grants.

Recio asked if grant monies are also projected into the budget.

Sullivan stated grant funds are added to the budget and must be for specific purposes.

OLD BUSINESS

Westlake Library Renovations

Sullivan reported new mini-blinds are now installed at Westlake Branch, finishing off the restoration started in October.

Caserza asked about the new furniture order for Westlake.

Sullivan replied the furniture order is going out for bid. Saltzer and Savetnick handled all research and provided detailed specs on chairs and tables.

Schwarzbach asked what area of Westlake the new furniture will be used in.

Saltzer replied it will be placed in the adult section.

Morrice wanted to know where the old furniture will go.

Sullivan explained the old furniture will be surplused.

OTHER None.

The meeting was adjourned at 9:30 p.m. Next regular meeting will be February 16, 1988 at 7:30 p.m.

PERSONNEL DEPARTMENT

CITY OF DALY CITY

240 - 92ND STREET
DALY CITY, CALIFORNIA 94015
(415) 991-8028

January 13, 1988

Mr. Keith Uriarte
Business Agent
AFSCME Union Local 919
1301 Shoreway, Suite 307
Belmont, CA 94002

Dear Mr. Uriarte,

This is to confirm that during the 1987-88 fiscal year and beginning fiscal year July 1, 1988 through March 31, 1989, it is the intention of the City Librarian and the Library Board of Trustees to allow Library Department employees the full holiday weekend off during 3-day holiday weekends recognized by the City.

The setting of work hours is a management prerogative. Accordingly, the above intent can be revised by the City Librarian at any time should it be required by operational necessity.

Very truly yours,

David R. Rowe

David R. Rowe
City Manager

DRR/kh

cc: President, Library Board of Trustees
City Librarian

CITY OF DALY CITY INTER-OFFICE MEMORANDUM

JS

TO Richard Sims, Police Chief DATE January 20, 1988

FROM John Sullivan, City Librarian

SUBJECT Library Staff - Security

The Library Board of Trustees, in response to concerns expressed by Library staff, have asked that I request your department to provide additional security for Library staff through regularly scheduled patrols of the Serramonte and Westlake Libraries, at or just after closing time, particularly when those libraries close at 9 p.m.

I am enclosing information that provides the locations and hours of service at each of our libraries.

The Trustees would appreciate any consideration you can give to their request.

Serramonte Library
40 Wembley Drive
M,T,W,Th 10 a.m. to 9 p.m.
Fri 10 a.m. to 6 p.m.
Sat 10 a.m. to 5 p.m.

Westlake Library
275 Southgate
M, W 10 a.m. to 6 p.m.
T, Th 10 a.m. to 9 p.m.
Sat 10 a.m. to 5 p.m.

John D. Daly Library
6351 Mission Street
M - Fri 2 p.m. to 6 p.m.

Bayshore Library
2960 Geneva Ave
M - Fri 2 p.m. to 6 p.m.

Daly City Library Board of Trustees

Serramonte Library **2/16/88**
Community Room **7:30 p.m.**

AGENDA

I ROLL CALL

II MINUTES

III ADOPTION OF AGENDA

IV STATISTICS

V NEW BUSINESS
- A. CALTAC Renewals
- B. Capital Projects

VI REPORTS
- A. Peninsula Library System
- B. Project Read
- C. California Library Association
- D. System Advisory Board
- E. Friends of the Library
- F. American Library Association
- G. Legislative update

VII OLD BUSINESS
- A. Saturday Schedule
- B. Serramonte Evening Hours

VIII OTHER

CITY OF DALY CITY INTER-OFFICE MEMORANDUM

TO Distribution Below DATE 2/17/88

FROM Library

SUBJECT Cancellation of February 16, 1988 Library Board of Trustees meeting

Due to a power failure the regular meeting of the Library Board on 2/16/88 was cancelled.

THE AGENDA WILL BE CARRIED FORWARD TO THE MARCH 15, 1988 REGULAR MEETING. SERRAMONTE LIBRARY COMMUNITY ROOM AT 7:30 p.m.

cc: City Manager
City Clerk
Mayor Teglia
4 Libraries
5-Library Board

CITY OF DALY CITY INTER-OFFICE MEMORANDUM

TO Library Board of Trustees DATE 3/9/88

FROM City Librarian, John Sullivan

SUBJECT LIBRARY BOARD MEETING 3/15/88

Due to a power failure the regular meeting of the Library Board on 2/16/88 was cancelled.

The agenda will be carried forward to March 15, 1988 regular meeting at Serramonte Library Community Room, 7:30 p.m.

Attached is a memo regarding issues related to Serramonte Library Service hours to assist with your deliberations on these matters.

CITY OF DALY CITY INTER-OFFICE MEMORANDUM

TO Library Board of Trustees DATE February 8, 1988

FROM John Sullivan, City Librarian

SUBJECT Saturday Service on Holiday Weekends and Serramonte Evening Hours

Attached is a copy of a memo sent to the Business Agent of AFSCME by the City Manager regarding the issue of three day holiday weekends. The language seems to preclude the possibility of providing service on Saturdays of holiday weekends, at least until the end of the current Memorandum of Understanding which expires in March of 1989. Given the impression created by the language of this memo, there appear to be three options for action:

1. Affirm the existing practice of allowing staff to have three day weekends for holidays occurring on a Friday or Monday.

2. Inform the City Manager and Union that the Board intends to review the existing holiday practice and advise them of its decision by the time that the current MOU expires.

3. Resolve to change the existing practice and provide Saturday service at the Serramonte Branch beginning in June of 1989, budget permitting.

Please give your consideration to these options. If there is another option not mentioned here, please be prepared to offer it for the Board's consideration at the meeting on March 15th.

Also at the next meeting, please be prepared to reach a decision on evening hours at the Serramonte Library. The budget for this year is adequate to continue to provide staff for evening service on Tuesday and Thursday, as we are currently doing, through the end of the fiscal year. As requested, information has been gathered on attendance and circulation. Attached is a report that shows activity for the month of February. We think that these data affirm the proposition that there is a demand for evening service.

If you have any questions on either of the issues discussed in this memo, please contact me.

JS:lm
Attachments - 1 Letter from City Manager
2 Activity Report

PERSONNEL DEPARTMENT

CITY OF DALY CITY

240 - 92ND STREET
DALY CITY, CALIFORNIA 94015
(415) 991-8028

January 13, 1988

Mr. Keith Uriarte
Business Agent
AFSCME Union Local 919
1301 Shoreway, Suite 307
Belmont, CA 94002

Dear Mr. Uriarte,

This is to confirm that during the 1987-88 fiscal year and beginning fiscal year July 1, 1988 through March 31, 1989, it is the intention of the City Librarian and the Library Board of Trustees to allow Library Department employees the full holiday weekend off during 3-day holiday weekends recognized by the City.

The setting of work hours is a management prerogative. Accordingly, the above intent can be revised by the City Librarian at any time should it be required by operational necessity.

Very truly yours,

David R. Rowe

David R. Rowe
City Manager

DRR/kh

cc: President, Library Board of Trustees
City Librarian

SURVEY OF EVENING HOURS
SERRAMONTE AND WESTLAKE BRANCHES
FEBRUARY 1988
MONDAY THROUGH FRIDAY

HOURLY CIRCULATION

	5-6 P.M.		6-7 P.M.		7-8 P.M.		8-9 P.M.		TOTAL	
DATE/DAY	SR	WT	SR	WT	SR	WT	SR	WT	SR	WT
1/MON	29		58		33		86		206	
2/TUE	77		16		21		23		137	
3/WED	87	39	31		32		49		199	(39)
4/THU	43	35	55	33	35	36	13	20	146	124
5/FRI	87	26							87	26
8/MON	61	60	47		64		20		192	(60)
9/TUE										
10/WED	56	34	42		48		19		165	(34)
11/THU										
12/FRI	54	27	35	29	36	17	15	17	140	90
15/HOL										
16/TUE	37	37		47		26		11	(37)	121
17/WED	75	31	83		38		40		236	(31)
18/THU	51	20	25	25	21	12	13	27	110	84
19/FRI	46	41							46	41
22/MON	97	33	75		61		14		247	(33)
23/TUE	62	40	63	54	44	22	19	26	188	142
24/WED	55	51	43		30		4		132	(51)
25/THU	34	33	43	23	26	16	10	18	113	90
26/FRI	43	31							43	31
29/MON	63	105	42		63		37		205	(105)

HOURLY ATTENDANCE ON THE HALF HOUR

	6:30 P.M.		7:30 P.M.		8:30 P.M.		TOTAL	
1/MON	29		29		18		76	
2/TUE	18	14	30	17	18	6	66	37
3/WED								
4/THU	20	12	29	12	14	14	63	38
8/MON	32		37		9		78	
9/TUE	27	23	31	14	14	5	72	42
10/WED	33		30		17		80	
11/THU	25	14	21	13	3	5	49	32
15/HOL								
16/TUE		22		14		5	0	41
17/WED	28		26		13		67	
18/THU	30	21	19	16	6	4	55	41
22/MON	51		31		24		106	
23/TUE	37	22	25	17	16	7	78	46
24/WED	27		18		13		58	
25/THU	22	11	23	11	12	11	57	33
29/MON	35		29		22		86	

KEY: ( ) Branch hours not comparable
Blank lines result from unavailable data

N.B. Serramonte Branch was closed due to power outage and fire on February 16.

CITY OF DALY CITY INTER-OFFICE MEMORANDUM

JS

TO Library Board of Trustees DATE 3/9/88

FROM City Librarian, John Sullivan JS

SUBJECT LIBRARY BOARD MEETING 3/15/88

Due to a power failure the regular meeting of the Library Board on 2/16/88 was cancelled.

The agenda will be carried forward to March 15, 1988 regular meeting at Serramonte Library Community Room, 7:30 p.m.

Attached is a memo regarding issues related to Serramonte Library Service hours to assist with your deliberations on these matters.

CITY OF DALY CITY INTER-OFFICE MEMORANDUM

TO Library Board of Trustees DATE February 8, 1988

FROM John Sullivan, City Librarian

SUBJECT Saturday Service on Holiday Weekends and Serramonte Evening Hours

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2. Inform the City Manager and Union that the Board intends to review the existing holiday practice and advise them of its decision by the time that the current MOU expires.

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Please give your consideration to these options. If there is another option not mentioned here, please be prepared to offer it for the Board's consideration at the meeting on March 15th.

Also at the next meeting, please be prepared to reach a decision on evening hours at the Serramonte Library. The budget for this year is adequate to continue to provide staff for evening service on Tuesday and Thursday, as we are currently doing, through the end of the fiscal year. As requested, information has been gathered on attendance and circulation. Attached is a report that shows activity for the month of February. We think that these data affirm the proposition that there is a demand for evening service.

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2 Activity Report

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David R. Rowe

David R. Rowe
City Manager

DRR/kh

cc: President, Library Board of Trustees
City Librarian

SURVEY OF EVENING HOURS
SERRAMONTE AND WESTLAKE BRANCHES
FEBRUARY 1988
MONDAY THROUGH FRIDAY

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29/MON	35		29		22		86	

KEY: ( ) Branch hours not comparable
Blank lines result from unavailable data

N.B. Serramonte Branch was closed due to power outage and fire on February 16.

library renovation and construction. Trustees directed staff to send a thank you letter to Senator Keane for this three year effort on this bill.

OLD BUSINESS

Saturday Schedule

Caserza stated that in view of the fact 4 libraries in PLS are open Sunday and most are open the Saturday of 3 day holiday weekends, Daly City staff should also provide service on the Saturdays of 3 day weekends.

Sullivan interprets the language of the City Manager's letter to AFSCME regarding holiday weekend service to mean 3 day holiday weekends should be observed until the MOU expires in June of 1989.

Morrice believes the Library should provide service to a "working" public.

Schwarzbach feels Westlake Branch should be the one open on holiday weekend Saturdays.

Morrice pointed out Serramonte is now the main branch and has more information and books than Westlake.

Sullivan agrees Serramonte is for informational, not necessarily recreational needs.

Saltzer stated the Saturdays of holiday weekends are non-holidays to the general public. Any change of schedule could be placed on the telephone answering devices. Changes of hours should be publicized in the newspaper.

Morrice made a motion that the Board resolve to change the existing practice and provide Saturday service at the Serramonte Branch beginning in May of 1989.

Sullivan and Saltzer agree the purpose of the library is to be available to the public for as many hours as resources permit. They would like to have Serramonte Library open on the Saturdays of holiday weekends.

Morrice stated staff would not have to give up more than one or two holiday Saturdays each, per year.

Schwarzbach would like more time to consider the issue and does not feel a decision needs to be reached yet.

Caserza seconded the motion. Kelechava voted yes and Schwarzbach abstained. The motion was passed.

Serramonte Evening Hours

Saltzer and Trustees analyzed the "Survey of Evening Hours, Serramonte and Westlake Branches- February 1988, Monday through Friday". Hourly circulation between the hours of 5-9 p.m and hourly attendance on the half hour between 6:30 and 8:30 p.m. are included on the survey.

Saltzer explained Serramonte outcirculates Westlake on a consistent basis without any publicity for added evening hours. The attendance figures represent an actual physical count of people using the library at the times specified in the survey. These figures indicate more people attend the Serramonte Branch between 6:30 and 8:30 p.m. The survey indicates there is a demand for Tuesday and Thursday evening service hours at the Serramonte Library.

Morrice asked if the request had been made to the Police Department for security coverage at closing times for the libraries.

Sullivan replied this has been done. Chief Sims indicated the coverage has been implemented.

Schwarzbach asked if there had been any problems for staff at evening closing times.

Sullivan indicated no problems reported to date. He stressed staff has been advised for many years to use the "buddy system", have car keys ready, be alert and take all safety precautions necessary when leaving the buildings at night.

Caserza stated the "Survey..." illustrates it is advisable to keep Serramonte Branch open 4 nights per week, Monday through Friday.

Schwarzbach agrees there is a definite need demonstrated by the survey but feels Westlake Branch should have three staff members present for evening closing, rather than two. This is for safety concerns.

Saltzer stated the majority of the staff is not concerned about safety at Westlake at night. An additional page scheduled at closing times would not necessarily allay any fears which may exist.

Schzwarzbach suggested using a neighborhood volunteer to be present as a third party at Westlake evening closing hours. She is concerned about the staff leaving at night with just two people.

Saltzer will confer with Adrienne Savetnick, Westlake Branch Supervisor, about safety concerns with 2 people closing the library on Tues. and Thurs. evening.

Morrice stressed there are portions of the back parking lot behind Westlake Branch which are unlit at night.

After above discussion, a motion was made and passed to keep Serramonte Library open Monday through Thursday evening, four nights per week, budget permitting.
MSP CASERZA, KELECHAVA

The meeting was adjourned at 8:55 p.m. Next regular meeting will be April 19, 1988 at 7: 30 p.m.

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING MARCH 15, 1988

The meeting was called to order at 7:40 p.m. by President Sarah Kelechava.

ROLL CALL

Present: Sarah Kelechava; Bianca Caserza; John Morrice; Denise Schwarzbach; Linda Saltzer, Asst. City Librarian; John Sullivan, City Librarian.

Excused: Rolito Recio

MINUTES

The minutes of 1/19/88 meeting were accepted as submitted.

ADOPTION OF AGENDA

Add under New Business - Legislative Day

STATISTICS

Circulation and processing statistics for Dec 1987, Jan and Feb 1988 were distributed. Caserza noted 9,000 reference questions were answered in this 3 month period. Morrice asked why the discards were so high one month and zero in another. Saltzer explained this is a procedure handled as time permits, therefore, the numbers do not remain consistent from month to month.

NEW BUSINESS

CALTAC Renewals

CALTAC renewal forms were received by Secretary Mc Clay. Board requested same to be submitted for the 1988 calendar year.

Capital Projects

Saltzer distributed reduced blueprint drawings detailing Phase I of a three year capital project to redesign the public service area of Serramonte Library. The large blueprint of the project was on display at a separate table. Plans include re-carpeting with carpet squares (samples were shown), and placement of a gate at the top of the stairs for safety. Shelves will be bolted to the floor, not the carpet, as is currently the case. This proposed plan to improve safety, esthetics and use of space will cost approximately $53,000.

Legislative Day

Legislative Day in Sacramento will be Wednesday, May 11, 1988, from 8 a.m. to 4 p.m. Saltzer has contacted Senator Kopp's office to schedule an 11 a.m. meeting. Kelechava, Caserza and Morrice plan to attend.

Caserza pointed out it is through Legislative Day our elected representatives are educated to library needs.

REPORTS

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING MARCH 15, 1988

Peninsula Library System

Sullivan announced this year's Legislative Breakfast to be held March 19, 1988 at the Holiday Inn in Foster City from 9-11 a.m. The theme for the event is "Out of the Carnegies: Into the Future". Speakers will be Quentin Kopp - Library Construction & Renovation Act, SB 181; and Michael Dillon - Other Ways to Finance Construction for Libraries. Morrice plans to attend.

Saltzer invited Trustees to the Author's Fair in celebration of National Library Week. On Sunday 4/17, 2-4 p.m. Alfred Coppel will speak at Foster City Library and on Sunday 4/24, 2-4 p.m. Bill Pronzini and Marcia Muller will appear at South San Francisco Public Library, West Orange Branch. Free tickets are available at local libraries, seating is limited.

Project Read

Sullivan reported this is the third year of the project and state funds are diminished by 25% according to the original mandate. Daly City and South San Francisco funding authorities will be approached for funds to continue the program.

California Library Association

Sullivan stated the next CLA convention will be held in Fresno at the Fresno Convention Center/ Holiday Inn, Nov 11-16, 1988.

System Advisory Board

Saltzer reported next SAB meeting will be held at Serramonte Library, Community Room - March 23, 1988, 4-6 p.m.

Friends of the Library

Sullivan reported the February Book Review featured Del Dilbeck of the Beyond War movement reviewing "Breakthrough". The next book review will be held Thursday, March 24th, 10 a.m. at Westlake Library. Elizabeth McKee, author of "Ayra" will review her book.
Morrice helped the Friends load books to be trucked to Fort Bragg Library last month.
March is membership month for FOL.

American Library Association

Sullivan reported on ALA Book/Fellows Program. This is a joint program with the USIS which will place approximately 8 U.S. citizens overseas beginning in September 1988. It pays a stipend of $23,000 per year. Those interested in applying need to send a resume and cover letter. Filing deadline is 4/15/88. Knowledge of language of a host country is needed.

Legislative update

Saltzer announced the Keane Bill SB181 has passed the State legislature and will go to the Governor. It proposes $75 million for

DALY CITY LIBRARY BOARD OF TRUSTEES

Serramonte Library
Community Room

April 19,1988
7:30 p.m.

AGENDA

I ROLL CALL

II MINUTES

III ADOPTION OF AGENDA

IV STATISTICS

V NEW BUSINESS

A. OLDER ADULTS GRANT

VI REPORTS

A. PENINSULA LIBRARY

B. PROJECT READ

C. CALIFORNIA LIBRARY ASSOCIATION

D. SYSTEM ADVISORY BOARD

E. FRIENDS OF THE LIBRARY

F. AMERICAN LIBRARY ASSOCIATION

G. LEGISLATIVE UPDATE

VII OLD BUSINESS

A. KEENE LETTER

VIII OTHER

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING APRIL 19, 1988

The meeting was called to order at 7:45 by President Sarah Kelechava.

ROLL CALL Present: Sarah Kelechava; Bianca Caserza; Rolito Recio; Denise Schwarzbach; John Sullivan, Director; Lorraine Mc Clay, Secretary.
Excused: John Morrice
Guest: Rulon Scoville, President - Friends of the Library

MINUTES The minutes of March 19, 1988 meeting were accepted as submitted.

ADOPTION OF AGENDA Agenda adopted as written.

STATISTICS March 1988 circulation statistics were distributed. Schwarzbach noted more juvenile books circulate at Serramonte than at Westlake. Sullivan stated Serramonte as main branch attracts more children doing school assignments and the neighborhood houses a growing population of young families.
Schwarzbach remarked the change in demographics in Daly City can be seen in the circulation report.
Sullivan noted statistics help with future planning. Recio mentioned the declining enrollment in Daly City schools will have an impact on Library circulation.

NEW BUSINESS

Older Adult Grants Sullivan announced that the Library has received a $5,000 Older Adults Materials Collection Development grant from the State Library. It can only be spent on materials. Library staff will meet with the Area Agency on Aging regarding the needs of the older population.

Sullivan received a complimentary letter from a Westlake patron who uses large print books. This patron liked the selection of titles available. Large print books are received regularly on a standing order from Thorndike Press. They are cataloged for the Serramonte collection and loaned to Westlake Branch periodically.

REPORTS

Peninsula Library System Invitations to hear futurist Shirley Mc Cune speak on May 23rd were given to Board members. Peninsula Library System is sponsoring this lecture. It will be held in the Board Room at the San Mateo Community College District Offices from 4-5:30 p.m. A reception from 5:30 to 6:30 will follow.
Recio, Caserza and Kelechava plan to attend.

Project Read Sullivan stated an article by Don Shoecraft of the Progress covered the Daly City Council meeting regarding requests for Community Development Block Grant funds. Leslie Shelton made a presentation at the meeting for Project Read. She requested $10,000 as Daly City's share of the Project. This amount would partially

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING 5/17/88

OLD BUSINESS

Legislative Day

Sullivan reported that Kelechava, Scoville, Caserza and Recio accompanied him to Sacramento for Legislative Day on May 11th. The morning portion of the day included an orientation and coffee hour at the State Library. Mayor Teglia met and joined the group for visits to the offices of Senator Kopp, Assemblywoman Becky Morgan, and Assemblywoman Jackie Spier. Business cards were left at Senator Barry Keene's Office, thanking him for his work on behalf of SB 181.

Caserza informed the Board a video is available of the speech of keynote speaker, Assemblywoman Delaine Eastin.

OTHER

Westlake Library Furniture

Sullivan announced the new furniture for Westlake Library, consisting of 13 tables and 60 chairs, was delivered on Monday, May 22nd. Buckstaff Rep. Tom Trier and Daly City Maintenance Div. staff opened cartons and assembled the shipment. Librarians Savetnick and Saltzer and Westlake staff were commended for their work in moving the old tables out of the library and the new tables in.

The meeting was adjourned at 8:40 p.m. The next regular meeting will be June 21, 1988.

make up for the 25% reduction in State funding next year.

California Library Association Peninsula Library System will host a workshop on May 3, 1988 from 7 to 8:30 p.m. at the County Offices in Belmont. The workshop will provide pre-Legislative Day preparation for anyone planning to attend Legislative Day in Sacramento. Daly City contingent includes John Sullivan, Linda Saltzer, Rolito Recio, John Morrice, Bianca Caserza, Sarah Kelechava, Rulon Scoville and Richard Rumery.

System Advisory Board Sullivan reported Daly City appointee Richard Rumery's term expires in May 1988. Trustees were asked for suggestions for a new member. The Advisory Board meets five times per year, usually in the afternoon at a library in the County. The Advisory Board is a solid library support group and participates in projects such as Strategic Planning for Libraries.
Caserza stated participation on the Board gives one a good view of library activities county-wide. It is rewarding and educational.

Friends of the Library Scoville shared the new FOL brochure and membership card, designed by Leslie Shelton.
Jefferson High School has books to donate to the Friends. Sullivan suggested Scoville have them brought to the Westlake Branch.
The May meeting will feature inauguration of new officers.
April Book Review speaker will be Marian Conser. She will review "Everything to Gain" by Jimmy and Rosalynn Carter. Review will be held on Thursday, April 28th at 10 a.m. in the Westlake Library.

American Library Association Sullivan to run ALA Video Magazine tape containing Part 2 of the Story of Melville Dewey later in the meeting.

Legislative Update Sullivan reported the Governor signed SB 181- Keene bill. It will provide $75 million of G.O. Bonds for construction and renovation of libraries with a 35% local match requirement. The Keene bill will appear on the November 8, 1988 ballot.

OLD BUSINESS

Keene Letter Mc Clay read a letter from the Board to Senator Barry Keene thanking him for his three year effort on behalf of California's libraries. The letter was then signed by Trustees. A copy will be sent to Mayor Teglia and the City Council.

OTHER

- Kelechava inquired if the Duty Statement for Library Assistant III had been approved. Sullivan replied it had and the job announcement for the position was distributed today.

- Scoville announced he has been appointed to the Congressional Advisory Council of the 11th District of Columbia. The appointment was made by Representative Lantos.

-Sullivan reported for Childrens' Librarian Cathie Scalice on the Octagon Gallery Childrens Art Show currently displayed. Art work

was done by the children of the Jefferson Elementary School District and judged by Visual Arts Guild Officers. Scalice has been delivering prizes and certificates to the children who participated in the exhibit.

-Flyer for Money Management Seminar, Saturday April 23, 1988, 10:30 to 12:30 at Serramonte Library, was distributed. Waddell and Reed Financial Services will present the seminar, speakers are Mary E. Fineren and Jeffrey M. Benik.

The meeting was adjourned at 8:25 p.m. and the ALA Video Magazine tape was watched. Next regular meeting is May 17, 1988 at 7:30 p.m.

DALY CITY LIBRARY BOARD OF TRUSTEES

Serramonte Library
Community Room

5/17/88
7:30 p.m.

AGENDA

I ROLL CALL

II MINUTES

III ADOPTION OF AGENDA

IV STATISTICS

V NEW BUSINESS

A. COMMUNITY ROOM - FEE SCHEDULE

VI REPORTS

A. PENINSULA LIBRARY SYSTEM
B. PROJECT READ
C. SYSTEM ADVISORY BOARD
D. FRIENDS OF THE LIBRARY
E.

VII. OLD BUSINESS

A. LEGISLATIVE DAY

VIII OTHER

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING 5/17/88

Project Read

Sullivan announced that Leslie Shelton, Coordinator of Project Read will be giving a presentation at a future PLS Administrative Council meeting, on her experience with the Soviets at the Dartmouth Conference she attended in early May.

Project Read was awarded $8,500 in Community Block Grant funds.

Rumery asked what the new budget for Project Read will be?

Sullivan does not have the final information on the 1988-89 budget yet.

Recio asked if there were any bills for further support of literacy projects being introduced to the CA Legislature.

Sullivan explained that lack of statistics proving literacy projects are "cost effective" deters further political interest on the State level. Some statistics are being gathered now on a statewide basis, which may prove effective in convincing legislators of the continued merit of supporting literacy projects.

System Advisory Board

Sullivan reported next SAB meeting will be at Menlo Park Library, 5/18/88 from 4-6 p.m. Claudia Argyres, Chair, will speak about the PLS Strategic Planning Workshop. The Workshop, which will feature speaker Dr. Shirley McCune, is to be held in San Mateo Community College Board Room, 3401 CSM Drive, San Mateo on Monday 5/23/88, 9 a.m. to 2 p.m.
Saltzer and Sullivan will attend the Workshop. Trustees, city officials, and community leaders have been invited to a presentation by and reception for Dr. Mc Cune beginning at 4 p.m. on that same date.

Friends of the Library

Scoville reported on next meeting of the Friends. It will be held at Serramonte Library, 5/25/88 at 7:30 p.m. Speaker will be Neil Fahy and subject will be "The Cuna Indians of San Blas, Panama".
Sullivan gave the slate of officers nominated for election:
Pres. Elsie Martin
V.P. Marian Conser
Treasurer George Denison
Corres. Sec. Rosemary Lund
Directors: Winona Pepin, Virginia McKeag, Mary Short

Rumery reported that the phone numbers on the new FOL brochure are incorrect. Corrections will be printed and inserted in the brochures.

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING 5/17/88

The meeting was called to order by President Sarah Kelechava at 7:35 p.m.

ROLL CALL Present: Sarah Kelechava, Bianca Caserza, Rolito Recio
Excused: John Morrice, Denise Schwarzbach
Guests: Rulon Scoville - FOL, Richard Rumery - SAB

MINUTES Minutes of 4/19/88 meeting approved as submitted.

ADOPTION OF AGENDA Agenda adopted as written.

STATISTICS April circulation statistics were distributed. It was noted circulation increase patterns are holding.

NEW BUSINESS

Community Room Fee Schedule

Sullivan stated that a $5.00 fee has been charged for use of the Serramonte Library Community room since 1979. He suggests it is time to re-consider this nominal charge. Over the last three years requests for the use of the meeting room have increased. Most of the increase has been in city-sponsored programs, but because of the dearth of meeting spaces there has been an increasing demand from other organizations.

The current fee was deliberately kept low to accomodate the many community groups that usually cannot afford to pay the higher rates charged by other organizations that have meeting room facilities.

After nearly a decade of maintaining this low fee schedule, in view of increasing demands and costs, it is probably appropriate for the Board to re-examine the fee schedule as well as its Meeting Room Policy.

Trustees were asked for input on raising the use fees for non City or Library users. Questions raised include:

- What kind of guidelines should be set for a fee schedule?
- Should an hourly rate be charged or a flat rate?
- Do insurance considerations become necessary for outside groups?

Trustees will bring suggestions to next meeting.

Sullivan pointed out that Parks and Recreation charges $25 -$65 per hour plus a cleaning fee for their facilities. This Department has traditionally been a fee collecting one and has a mechanism in place for the collection of same. Conversely, Library has always been a "free" service, with the exception of fines.

Peninsula Library System

Sullivan reported the project to upgrade the GEAC circulation system is on-going and some equipment is scheduled to be installed in August.

CITY OF DALY CITY

333-90TH STREET

DALY CITY, CA 94015-1895

PHONE: (415) 991-8000

May 17, 1988

Library Board of Trustees
Daly City, California

Dear Members of the Board:

It is with pleasure that I advise you that at a special meeting held on May 16, 1988, the City Council reappointed Bianca Cazerza and Sarah Kelechava to the Library Board of Trustees with terms of office expiring on June 30, 1991.

Very truly yours,

Lorraine D'Elia

LORRAINE D'ELIA
City Clerk

LD:cr

DALY CITY LIBRARY BOARD OF TRUSTEES

Serramonte Library
Community Room

June 21, 1988
7:30 p.m.

AGENDA

I Roll Call

II Minutes

III Election of Officers

IV Adoption of Agenda

V Statistics

VI New Business

VII Reports

A. Bianca Caserza
B. Peninsula Library System
C. Friends of the Library
D. FY 88/89 Council Budget Review

VIII Old Business

A. Community Room -- Fee Schedule

IX Other

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING 6/21/88

The meeting was called to order by President Sarah Kelechava at 7:40 p.m.

ROLL CALL — Present: Sarah Kelechava, John Morrice, Bianca Caserza, Rolito Recio, Denise Schwarzbach, John Sullivan, Linda Saltzer

MINUTES — Minutes of 5/17/88 meeting approved as submitted.

ELECTION OF OFFICERS — Recio, seconded by Schwarzbach, nominated John Morrice for President. Schwarzbach, seconded by Morrice, nominated Recio for Vice-President. There were no other nominations. Both nominees were elected unanimously by the Board.

ADOPTION OF AGENDA — Agenda adopted with addition of a report by Sarah Kelechava.

STATISTICS — May circulation statistics were distributed. It was noted that all libraries had an increase over last year.

REPORTS

Sarah Kelechava reported that she and other commission chairs met with Mayor Teglia regarding the annual Commissioner's Dinner. The dinner is scheduled on Friday, October 14, 1988 at the Lighthouse in Pacifica.

Bianca Caserza and other commissioners appointed by Mayor Teglia met with him on Friday, June 10, 1988. Caserza presented a chart of comparative statistics on Library hours, materials budget, and staff since 1979.

Peninsula Library System: Sullivan reported that the San Mateo College District has become a full member of the Peninsula Library System. The libraries of the College of San Mateo, Skyline, and Canada will be participating in the new shared, automated system. Their collections will now be available to patrons registered at any public library in the county.

Friends of the Library: At their annual May meeting, the Friends elected a new slate of officers, including Elsie Martin, President and Marian Conser, Vice-President. The Friends also presented three $1,000 checks to the Library designated to be spent as follows: purchase of paperback books for young adults; purchase of additional books-on-tape; contribution toward expenses of the children's summer reading program. The speaker for the evening was Neil Fahy who gave a slide presentation on the Kuna Indians and their unique textile art.

Budget: Sullivan reported that the Library had presented its budget to the City Council at its review session Monday evening. Funds requested will enable the Library to continue its current program. Supplemental requests for more funds for the book budget and to support Project Read were also submitted. The decisions of the Council will be known when it meets on Thursday, June 30 to adopt the FY 88/89 budget.

OLD BUSINESS

The Board continued discussion of revising the fee for use of the Community Room. A consensus developed whereby the fee for community groups would be raised to $10. The fee for groups who charge attendees would be raised to $25 for half day meetings; $50 for all day meetings. The City Librarian will retain discretion to waive or reduce fees as appropriate. The Board will make its final decision at its meeting in August.

OTHER

Sullivan announced that the Recreation Department is offering a reading enhancement program this summer. Many of the classes will be held at the Library.

Nearly 500 children have enrolled for the summer reading program. Materials were distributed to the Board.

The next meeting of the Library Board will be August 16, 1988.

DALY CITY LIBRARY BOARD OF TRUSTEES

Serramonte Library
Community Room

8/16/88
7:30 p.m.

AGENDA

I ROLL CALL

II MINUTES

III ELECTION OF OFFICERS

IV ADOPTION OF AGENDA

V STATISTICS

VI NEW BUSINESS

VII REPORTS

- A. Peninsula Library System
- B. California Library Association
- C. California State Library
- D. System Advisory Board
- E. Summer Reading Program

VIII OLD BUSINESS

- A. Community Room -- Fee Schedule

IX OTHER

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF AUGUST 16, 1988 MEETING

The meeting was called to order by President Morrice at 7:40 p.m.

ROLL CALL Present: Denise Schwarzbach, John Morrice, Sarah Kelechava, Bianca Caserza, John Sullivan-City Librarian, Linda Saltzer- Asst. City Librarian.
Excused: Rolito Recio

MINUTES 6/21/88 minutes accepted as written.

ELECTION OF OFFICERS - deleted

ADOPTION OF AGENDA- Delete Election of Officers.

STATISTICS
Circulation statistics for June and July were distributed and reviewed. It was noted the Summer Reading Program impacted on the Juvenile statistics.

NEW BUSINESS
Kelechava received an updated Draft of the Resource Management and Noise Element of the Daly City General Plan to share with Commissioners.

Sullivan noted this document did not contain information which would impact libraries. The information on population, ethnic diversity, etc. is useful and interesting. He noted that the updated Draft is very well written and readable.

Peninsula Library System
Sullivan reported that the John Cotton Dana award winning public relations program produced by PLS is being used again at the San Mateo County Fair. The booth is being staffed by library personnel from all PLS libraries.

California Library Association
Sullivan urged Trustees to register by October 15th for the CLA convention to be held in Fresno Nov. 12 to Nov. 16.

California State Library
Sullivan reported the budget this year will be approximately the same as 87/88.

Saltzer added there would be some minor increases to the budget. Also, Proposition 85 - $75 million bond act for reconstruction and renovation of libraries, will be on the ballot in November.

System Advisory Board
Sullivan is searching for a SAB representative from Daly City.

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF AUGUST 16, 1988 MEETING

Summer Reading Program

Sullivan distributed a written report from Cathie Scalice on the Dinosaur Daze Summer Reading Program . It was the most successful summer program to date in Daly City. The number of children participating exceeded 1987 by 57%! Photos of some of the special events were shown to trustees and a list of the raffle winners was included in the report.

OLD BUSINESS

Community Room Fee Schedule

Motion was made to accept new fee schedule as follows:
Community Groups - $10
Groups charging attendees - $25 for half day, $50 for all day.
MSP - CASERZA, SCHWARZBACH

OTHER

Sullivan announced interviews of Lib. Asst. III candidates have been completed. By mid - September one candidate will be hired.

Saltzer reported Lib. Asst. I candidates will be interviewed soon.

The meeting was adjourned at 8:40 p.m. Next regular meeting will be September 20, 1988 at 7:30 p.m.

DALY CITY LIBRARY BOARD OF TRUSTEES

Serramonte Library
Community Room

9/20/88
7:30 p.m.

AGENDA

I ROLL CALL

II MINUTES

III ADOPTION OF AGENDA

IV STATISTICS

V NEW BUSINESS

VI REPORTS

- A. PENINSULA LIBRARY SYSTEM
- B. CALIFORNIA LIBRARY ASSOCIATION
- C. CA STATE LIBRARY
- D. SYSTEM ADVISORY BOARD

VII OLD BUSINESS

VIII OTHER

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF SEPTEMBER 20, 1988 MEETING

The meeting was called to order by Chairman Morrice at 7:40 p.m.

ROLL CALL Present: John Morrice; Bianca Caserza; Rolito Recio; Linda Saltzer, Asst. City Librarian
Excused: Sarah Kelechava, Denise Schwarzbach

MINUTES A motion was made and approved to accept minutes of the August 16th meeting as written. **MSP CASERZA, RECIO**

ADOPTION OF AGENDA The agenda was adopted as submitted.

STATISTICS Circulation statistics for August were distributed. It was noted Serramonte circulation increased and the book stock figure rose.

NEW BUSINESS - No new business was reported.

REPORTS

Peninsula Library System

Saltzer reported that delivery of the new GEAC computer is scheduled for mid-October provided contract negotiations are complete at that time. Four new terminals will be added when the new computer is installed.

Community colleges in San Mateo have joined PLAN and will be on-line soon.

Morrice remarked on the value of the colleges joining PLAN, especially for students on campus.

Morrice asked what the membership fee in PLS/PLAN is for Daly City.

Saltzer informed him the dues for FY 88/89 were $9,100 and this covers all PLS/PLAN services.

Rolito inquired about the payment for the GEAC computer upgrade.

Saltzer explained each jurisdiction pays a share of the cost according to a formula based on circulation statistics. The number of terminals assigned depends on the amount each city can afford. In general the costs are both local and shared.

California Library Association - No report

California State Library

Saltzer notified Trustees that Nancy Percy, Assistant State Librarian is retiring on October 31, 1988.

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF SEPTEMBER 20, 1988 MEETING

A letter was received from Superintendent of Public Instruction-Honig, regarding a match- fund program for providing classics in collections to junior and senior high schools in the state. The Andrew Mellon Foundation has donated $100,000 for this program. Each school applying for the program will be eligible for $500 in matching funds for the purchase of the books.

Caserza suggested Children's Librarian Scalice contact the appropriate schools in Daly City to inform them of this opportunity.

System Advisory Board

Saltzer announced a recommendation for an appointee has been forwarded to the City Council.

OLD BUSINESS No old business was reported.

OTHER

Saltzer invited Trustees to attend a library sponsored program at Serramonte Branch next Monday, 9/26 from 7 - 8:30 p.m. "Getting Ready For College" will be presented by College Planners. The meeting is free and open to the public.

The 1988 Employee Awards Dinner will be help September 30th at the Grosvenor Airport Inn in South San Francisco, 6 p.m. no host cocktails, and 7 p.m. dinner. Tickets are available from the City Clerk.

The Friends of the Library book review on Thursday, 9/22/88, 10 a.m. will feature Mr. Raymond Clary speaking about his book "The Making of Golden Gate Park, 1865-1906". The program will be held at Westlake Branch Library. Coffee will precede the program and afterwards a no-host lunch is scheduled at Licata's with Mr. and Mrs. Clary as guests.

The meeting was adjourned at 8:20 p.m. The next regular meeting will be October 18, 1988.

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF OCTOBER 18, 1988 MEETING

The meeting was called to order by Chairman Morrice at 7:36 p.m.

ROLL CALL Present: John Morrice, Bianca Caserza, Denise Schwarzbach, Elsie G. Martin, President, Friends of the Daly City Library, John Sullivan, City Librarian.
Excused: Sarah Kelechava
Absent: Rolito Recio

MINUTES Mr. Sullivan noted that the item on pg.2 of the minutes of 9/20 under System Advisory Board should be deleted.
MSP - to accept the minutes as amended.

ADOPTION OF THE AGENDA Under **NEW BUSINESS** add item A. JSD/OLM Tutorial Program.
Under **REPORTS** add items F. American Library Assn., G. Project Read, H. Calif. State Library, I. California Assn. of Trustees and Commissioners.

At this point Mrs. Martin asked if the Library had done a needs assessment of the John D. Daly Library service area. Her question stemmed from a concern of the Friends that what is already an inadequate building will not be able to handle the needs of the area's increasing population. Mr. Sullivan explained that the Library has an on-going assessment program that attempts to anticipate and meet community needs. He added that the Library and the City were aware that growth on the east side of the City will add additional service demands on the Library. In a city-wide space needs study recently completed the Library has recommended the construction of a larger Library for the east side of the City. He cautioned that population growth also creates increased needs and demands on mandated city services and that those need will have to be met first. He advised that it was proper for the Friends to express their concerns regarding library service to the Board of Trustees and it was the obligation of the Trustees as an advisory body to the Council to convey those concerns to the City Council.

NEW BUSINESS A memo from Adrienne Savetnick, Librarian II, regarding the use of the Westlake Library by Jefferson School District personnel to conduct a Federally funded tutorial program for students of Our Lady of Mercy was distributed to the Board. Sullivan is in agreement with the staff recommendation based on our two years of cooperation with this group, that this in an inappropriate activity for the Library. The recommendation to discontinue allowing these classes is based on the Library's lack of suitable space, and more importantly, on the impact this acivity has had on the public the Library is mandated to serve.

The Board was in agreement with the staff recommendation. The Board felt that a school classroom would be a more appropriate site for the tutorial program.

OLD BUSINESS Sullivan reported the Lorraine McClay, Katherine Rivera, and Adrienne Savetnick, were honored at the Employees' Award Dinner for 15 years of service. Maxine Gates (retired) was honored for 30 years of service. A five member delegation from the Friends joined the City Council in honoring city staff. Corsages were provided to each Library staff awardee by the Friends.

REPORTS

Peninsula Library System

The Purchase Agreement negotiation with GEAC have been successfully completed. Delivery of the new GEAC 9000 System is expected by the end of the week.

California Library Association

On September 14, 1988 CLA presented Senator Barry Keene with a resolution acknowledging his 3 year struggle to place the Library Construction and Renovation Bond Act before the electorate.

System Advisory Board

~~The SAB orientation meeting was held on September23, 1988. An official representative from Daly City has not yet been appointed.~~ delete - as per 10/18/88 minutes ln

Friends of the Library

Mrs. Martin expressed her pleasure in the enthusiasm of the members of the current and her optimism about the coming year. The Friends have donated $1,000 in support of programming for children. Mrs. Martin praised the work of the Friends' Childrens' Committee, the committee chair Belva Carroll, and Childrens' Librarian, Cathie Scalice. The next Book Review is Scheduled for Oct. 7th at the Westlake Library. The speaker will be Virginia M. Tierney, whose theme is "A Way With Words".

Staff Reports

Reports prepared by the staff on Reference, Circulation, Technical, and Childrens' services were distributed. Sullivan expressed the hope that these brief reports which he plans to submit on a quarterly schedule will provide the Trustees with a fuller awareness of the Library's day-to-day activities.

American Library Association

Library Video Magazine (V.2, Issue 3), and ALA production, was viewed by the Trustees. Some of the topic covered were fees for services and a profile of the Monterey County Library.

Project Read

The third annual Tutor/Student Recognition Dinner was held on September 30, 1988. In spite of being scheduled to emcee another event at a different location at the same time, Mayor Teglia managed to make a brief appearance representing Daly City.

California State library

Reimbursement rates for Inter-Library and direct loans have been kept last years level in spite of increases recommended by the California Library Services Board.

OTHER

Trustees' Manual

Sullivan requested in-put from the Trustees on what they feel would be appropriate for inclusion in a orientation package for newly appointed Trustees. Trustees will respond at the next meeting.

Non-tax Sources of Revenue for Libraries

This ALA survey contains a plethora of statistical table that support what librarians have long known, i.e., non-tax revenues are a very small part of public library revenues, and in most jurisdiction these monies are not generally available for library use because they must be turned over to the government unit that supports the libraries.

Pathfinders

Sullivan shared with the Trustees a Pathfinder prepared by the San Mateo County Library on the subject of Drunk Driving. Pathfinders are "tip sheets" that provide very specific information on where and how to find data on a specific subject. They are one of the ways in which libraries cope with increasing use by students who have been given library assignments but not given any instruction on how to use a library.

The next meeting of the Library Board of Trustees is scheduled for **November 15, 1988.**

PUBLIC LIBRARY

CITY OF DALY CITY

40 WEMBLEY DRIVE
DALY CITY, CALIFORNIA
94015

OFFICE OF THE
LIBRARIAN

October 25, 1988

Arlene Fife, Vice-Principal
Our Lady Of Mercy School
7 Elmwood Drive
Daly City, CA 94014

Dear Ms Fife;

In response to our telephone conversation on October 14, 1988, I did request a brief written report on the history and the problems of the Library's cooperation in a joint tutorial program between the Jefferson School District and the students at Our Lady of Mercy School. That report, in the form of a memo from Adrienne Savetnick, Librarian III, is enclosed.

The matter was also discussed with the Daly City Library Board of Trustees at its meeting of October 18, 1988. The Board was in full support of my recommendation, based on the staff report, that the Library's cooperation in the program should be discontinued. It was the Board's feeling that because of lack of suitable space, and more importantly, because of the impact on the public the Library is mandated to serve, that this activity is inappropriate for the public library. The Board also recognized the worthiness of the program and expressed its hope that suitable alternative space will be found.

If you feel that you would like to discuss this matter with the Board, please feel free to communicate this to the Board in writing or by personal appearance at the Board's next scheduled meeting in the Community Room of the Serramonte Library on Tuesday, November 15, 1988, at 7:30 p.m.

Sincerely,

John J. Sullivan

John J. Sullivan, City Librarian

DALY CITY PUBLIC LIBRARY
40 Wembley Drive
Daly City, CA 94015
415-991-8025

Staff Reports
Oct 88

To: John Sullivan
From: Adrienne Savetnick AS
Subject: JSD tutoring of OLM students at Westlake Branch
Date: October 17, 1988

The Jefferson School District has been tutoring groups of Our Lady of Mercy students at Westlake Branch for at least the past three years. In the beginning, the school district informed the library that OLM, a religious school, could not be used for tutoring because the program was funded with federal funds, and that the closest public school was too far away. Originally, there was one tutor and possibly four or five students utilizing the basement area at Westlake Branch after school, twice a week, for this purpose. This use had little impact on the library.

During the school year 1987-88, the number of students had increased. The basement area at Westlake Branch was used by one tutor with no more than eight students, and an additional group with one tutor was occupying one long table or two small tables in the public area. The groups came on Monday and Tuesday afternoons from 3:00 to 4:00 P.M., probably the busiest times at the library.

This year the school district has asked the library to allow tutoring of OLM students again. They have no idea how many students to expect.

Neither the basement area or the public area at Westlake Branch is an appropriate place for tutoring groups to meet. The basement is dark and unsafe, and the public area is very busy. Several of the chairs in the basement were discarded recently because of their poor condition. Currently, there is seating for no more than four persons. During the afternoons, the back room is being used by student pages sorting and mending books. There is really no appropriate place for an unknown number of students and tutors to meet at Westlake Branch.

To: John Sullivan 10/18/88

From: Kathy Rivera

Subject: Report of Technical Processing

1. Materials processing

a. The processing of approximately 290 juvenile books for the month of September was a better than average production for this type of material. There are about 840 volumes of juvenile books currently in the technical processing department most of which were received from a grant. Many of these are replacement copies of still widely-read juvenile literature.

b. Books on tape still continue to be processed in small batches accordingly with established guidelines. Searching for a matching record in the on-line system seems to be 50/50 hit rate for an exact match and much work is done off-line to update a record. These require special handling, such as labeling with a particular typewriter font and trimming in order to fit these labels onto the cassette and its container for identification, protection and ease of circulation.

2. Preparation for for the upgraded automated circulation system

a. Represented the PLAN Bibliographic Standards Committee to make progress in preparation for the GEAC 9000 to monitor and evaluate problems regarding the bibliographic data. This is an ongoing process and will evenutally prepare our system for an on-line catalog.

b. Represented the above Committee in a subject task force formed to determine how to handle subject headings and cross references for the GEAC 9000. Frequent meetings during July and August was necessary to gather data and evaluate needs and problems regarding subject headings, name authority, and series access points. The findings were submitted to the Committee for review and recommendation to the automated planning group.

CITY OF DALY CITY INTER-OFFICE MEMORANDUM

DATE:10-18-88

TO: City Librarian

FROM: Lolly Pineda

SUBJECT: Progress Report - Reference Dept.

STATEWIDE REFERENCE - CURRENT STATUS: As of Oct. 1, the Bay area Reference Center (BARC) ceased its function as our third level reference center. Questions now have to go through our PLS Reference Coordinator at San Mateo to SCAN (Southern California Answering Network) which has been designated by the State Library as the sole third level reference center for the entire state. The immediate impact of this arrangement has already been felt, as turnaround time for question-answering has increased, as our immediate access to the staff at BARC has been eliminated.

GRANT REQUEST: A grant request for $3,250 has been made to the Fred Gellert Foundation for a telefacsimile machine (FAX). If approved, we hope to utilize FAX for reference question answering within the system (both SCAN and the PLS Reference Coordinator have FAX in operation) as well as for interlibrary loan purposes.

PROGRAMS: The College Planners' presentation on Sept. 26, which dealt with financial planning for college, was fairly well atttended. Sixteen parents were briefed on the college grant application process and how to maximize their eligibility for financial aid. During the break, I brought a selection of college catalogs and directories, and books on grants and scholarships, etc., for participants to browse through.

The League of Women Voters' Election Information Night last Oct. 3 was not as well attended. Voter information on local candidates and state ballot measures (pros & cons) were distributed and new voters were registered.

On Saturday, Nov. 5 the Business Clinic will present a workshop "Health Check-Up for Your Small Business". A good turnout is expected, as there seems to be a lot of interest in the topic -- the Reference Desk handles a fair amount of small business and entrepeneurship questions. Also, advance publicity has been sent to the local press as well as the Chamber of Commerce.

QUESTIONS WE HAVE ANSWERED: The Daly City Fire Department needed to compile a mailing list to solicit corporate sponsors. The San Francisco Business Times Book of Lists provided a handy listing, by type of business, of the largest Bay Area corporations.

A local author wanted to find out which libraries outside our system had, in their collection, a children's book he had written some years ago. A quick search on OCLC (an online database we utilize for interlibrary loans) yielded the names of both

academic and public libraries in the U.S. owning this particular title.

A city employee, for his son's 21st birthday. wanted to give him a picture book which was an old childhood favorite. Problem: Dad could not remember the exact title, except that the story's main character was a fowl that was part chicken, turkey, and goose! BARC came to the rescue by verifying through a DIALOG search (on an education database) the title of the book: This is the Story of the Churkendoose. We were able to request it on ILL from a library school library in Illinois in time for the birthday party! (P.S. Since this Golden Book has long gone out-of-print, we gave the patron a list of local booksellers that had an o.p. service.)

DALY CITY PUBLIC LIBRARY
40 Wembley Drive
Daly City, CA 94015
415-991-8025

To: John Sullivan
From: Adrienne Savetnick as
Subject: Operations/Circulation Report
Date: October 18, 1988

NEW EMPLOYEES

The library has had a large turnover of personnel in the past few months, both full-time and part-time, due to retirements, graduations, illness, and transfers. Training of new staff is now a lengthy process since the advent of the GEAC automated circulation system, and several new employees are undergoing the training process.

Dianne Bistyga started work as Library Assistant III and is rapidly learning her way around. She was "stolen" from Pacifica so is already well acquainted with the GEAC automated circulation system.

Richenda Tubao is not exactly new but was previously dividing her time between San Francisco Public Library and Daly Cilty. She was just appointed full-time Library Assistant I, is currently working at Westlake Branch and is already familiar with GEAC.

Other new employees are Christina Hong and Kim Maeda, both pages at Serramonte. Rose Herstad and Debbie Sierra, two library aides, are undergoing GEAC training At Westlake. Also two new pages, Kirsten Herstad and Sandra Quibell have recently started work at Westlake.

CIRCULATION

The GEAC system was down all day on October 11, and in spite of the mountains of books that could not be discharged and the manual charging of everything being borrowed, deep in our hearts we knew it was for a good cause. New disk drives were being installed at the central computer, the beginning of our transfer to an upgraded system which will be faster and support more terminals. We can hardly wait.

EVENTS

The Daly City version of Westside Story almost took place on the Serramonte parking lot on an October Thursday afternoon. After Lolly Pineda, intrepid reference librarian, had evicted from the library several groups of too boisterous teenagers, the staff

began to notice the streams of youths, dressed in black, converging on the parking lot from every direction. The gathering crowd began to look rather menacing so the police were called. Five squad cars and two motorcycles arrived, and the police began dispersing the crowd both inside and outside the library. The police reported that they had heard there was to be a "one on one" somewhere in the city and were prepared for it as soon as they discovered its location. One arrest was made of a knife carring youth, several recognized gang members were spoken to harshly, and the rest of the crowd was dispersed. Within a half hour, all was back to normal.

BOOKS

The two most popular books at Daly City Public Library during the month of September were Danielle Steel´s Zoya and Tom Clancy´s Cardinal of the Kremlin.

DALY CITY PUBLIC LIBRARY
40 Wembley Drive
Daly City, CA 94015
415-991-8025

To: LIBRARY BOARD
From: CATHIE SCALICE
Subject: CHILDREN'S SERVICES ACTIVITIES
Date: OCTOBER 18, 1988

PROGRAMS

"Halloween Hauntings," scary stories, will be presented on October 26 at San Bruno Library, October 28 at Grand Library and West Orange Library, So. San Francisco, and October 31 at Serramonte Library by Cynthia Baird (Children's Librarian, SSF), volunteer Lynn Back, and myself. We will all be in costume and distribute black rubber bats after the storytelling.

In cooperation with the Recreation and Parks Department, I will be telling Halloween stories for young children at the Daly City Haunted House October 30 and 31 (eves).

I just received the approval from the Friends of the Library to schedule programs for the school year. Program funds will be $1000. In the works is a holiday program, perhaps a children's play of "A Christmas Carol,", a wild animal presentation (bear, wolf, and bald eagle)- possibly Saturday programs to involve more children, and many afterschool programs such as puppet shows, storytellers (black history month program, woman's history week, etc.). At least one afterschool program will be held at each branch.

YEAR OF THE YOUNG READER

1989 is the "Year of the Young Reader." Daly City, along with the other PLS libraries, will be celebrating. A presentation will be made to the City Council to obtain a proclamation for Daly City. We (PLS Children's Librarians) are working on a program for next November that would be held on Year of the Young Reader Day which may involve storytelling and a children's author. Local plans include having a children's author present a program at Serramonte.

SCHOOLS

This year I've made three visits with schools - two at the John Daly Library and one at a school, making contact with over 400 students. I've also sent out letters to all principals, including a brochure about class visits and a bibliography of titles of interest to teachers. I'll be contacting these schools to arrange to speak at faculty meetings in October and November.

I am an advisory member of the Jefferson Elementary School District's Language Arts Adoption Committee. This committee is in the process of determining how the District will incorporate the California Reading Initiative. The State Department of Education has moved towards a literature based curriculum and away from a skill-driven text method. In addition to becoming more involved with the schools, and the library visible to teachers, I hope to offer input regarding reading assignments outside of core lists, and working together to go beyond Newbery and Caldecott titles that everyone is assigned.

GRANTS

Four Gellert Foundation grants were applied for this year. Requests included "Speak & Spell" type machines that would be checked out to children to help with reading, spelling and math skills, software that produces customized bibliographies for children, a large screen, rear projection television to make the use of videos easier with larger groups, and a new 16mm film projector to replace our old one.

OTHER ACTIVITIES

The PLS Children's Committee donated a book in honor of the birth of Jackie Speier's son Jackson to the South San Francisco Library. On behalf of the Children's Committee, I presented her with a copy of our poster by James Marshall promoting our picturebook donation program, a book for parents suggesting good books to read aloud to children, and locally produced bibliographies that might be of interest to parents. She was delighted with our small ceremony (Jackson was present) and was pleased with the materials included in the "New Baby Book Bag" program begun at Burlingame Public Library. Burlingame sends out information about the library, a toddler book, and bibliographies of interest to new parents in a "new baby" book bag. Ms. Speier now wishes to set up a foundation to fund such an activity in her district!

Diane and I are preparing bibliographies on historical fiction, books for boys, and Newbery and Caldecott winners to distribute in all DC libraries. We are also reviewing 4-8 books a month for the children's book selection committee and BAYA (Bay Area Young Adult Librarians).

We have attended workshops ranging from child development for librarians to determining reading levels. An author's symposium is coming up (I get autographed copies of books to give away at the end of the summer reading program), and a special storytelling workshop with Anne Pellowski, noted author will be given in November (sponsored by the PLS children's committee).

SCOTT BUSCHMAN/Times Group

SUMMER READERS: John Darcy, left, Irina Wong, Pian Wong and Scott Ng were among the M. H. Tobias School, Daly City, [illegible] the Daly City children's library program. Presenting ribbons to the students at an awards assembly was Children's Librarian Cathy

DALY CITY LIBRARY BOARD OF TRUSTEES

Serramonte Library
Community Room

11/15/88
7:30 p.m.

AGENDA

I ROLL CALL

II MINUTES

III ADOPTION OF AGENDA

IV STATISTICS

V NEW BUSINESS

VI REPORTS

- A. Peninsula Library System
- B. California Library Association
- C. Daly City Public Library

VII OLD BUSINESS

- A. Trustees Manuals
- B. Letter to Our Lady of Mercy/Tutorial Programs

VIII OTHER

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF NOVEMBER 15, 1988 MEETING

The meeting was called to order by Chairman John Morrice at 7:40 p.m.

ROLL CALL Present: John Morrice; Bianca Caserza; Denise Schwarzbach; Rolito Recio; Sarah Kelechava; John Sullivan, City Librarian; Lorraine Mc Clay, Secretary

MINUTES Correct spelling of Denise Schwarzbach's first name.

ADOPTION OF AGENDA Add under Reports - Friends of the Library

STATISTICS October circulation statistics were distributed. It was noted all library branches are maintaining service levels reached this year.

NEW BUSINESS

Morrice read a draft letter to the City Council regarding John D. Daly Library. Points enumerated were:
1-JDD was built in 1920, renovated in 1938 and 1958 making the structure outdated and too small.
2-Parking almost non-existent.
3-Age of building makes it non-conducive to rebuilding.
4-Neighborhood needs another safe site for study and library use.
5-Investigate a new site for a library northeast of Mission St.
6-Look for developer to input new library site as part of development plan.
7-Investigate possible funding from Federal Government or private granting sources.
8-Discuss possibility of selling existing site, using sale funds as seed money for a new facility.

Sullivan stated various sites for a new East Daly City library facility have been proposed in the past. Redevelopment plans are going forward swiftly in this part of Daly City.

Recio agrees with Morrice's assessment of need for a new library to replace John D. Daly Branch. He noted the Economic Development Committee finds Mission Street sales taxes second only to Serramonte Shopping Center, hence, this area has great potential for development.

Sullivan mentioned a past suggestion recommended using the current site plus the lot next door, if it were available. Also, the concept of a multi-purpose building has re-surfaced recently. Originally this idea called for a structure housing the Daly City Community

Service Center and a library in a site at Hillside and Mission. The building would be quite large and would provide rooftop parking.

Recio mentioned this would be a very costly project because of the shape of the property at Hillside and Mission.

Sullivan stated the most economically feasible and sensible plan would be to provide a fairly large library building with parking, which will have the capacity to draw patrons from a larger area than a small neighborhood branch.

REPORTS

Peninsula Library System

Sullivan announced the GEAC System 9000 Purchase Agreement has been concluded after six months of negotiations and was signed on October 17th. On October 20th the first boxes of equipment arrived for this long awaited circulation system up-grade. The technicians performed the 1st step of the hardware installation with only a couple of hours of down-time. Eventually the up-graded system will have the capability of supporting 500 terminals as well as an on-line catalog.

Recio asked how long it would be until the new system is completely installed and operating.

Sullivan explained it would be January of 1989 before it is running county-wide for circulation, with the on-line catalog capability as an option thereafter. To provide an on-line catalog for Daly City patrons would entail a conversion project which would bring our current data base up to MARC standards.

An on-line catalog with terminals for public use implies many changes in the utilization of space in the library building.

Recio observed the carpeting in Serramonte Library is in very poor condition.

Sullivan stated it is to be stretched one final time, hopefully to last until 1991.

California Library Association

Sullivan reported Children's Librarian Cathie Scalice attended the CLA Conference in Fresno. He remarked on the splendid job she is doing at the library. Her next program will use a theater group called The Imagination Company. They will perform "A Christmas Carol" at the Serramonte Library, 1 p.m. on December 10th.

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF NOVEMBER 15, 1988 MEETING

Daly City Public Library

Sullivan informed Trustees of the loss/theft of Business Prospector for San Francisco. These volumes are leased for $645 per year with an additional charge for the lost one of $345, making this a very costly and unfortunate event. Each month a list of missing items comes from PLAN. Routinely stolen are materials on school reading lists, classics, resume and test books. Such losses are hard to bear and expensive.

Discussion ensued on how such losses might be prevented, however, no consensus was reached on an effective method.

Friends of the Library

Sullivan announced a correction in the scheduled time of the November book review. Marge Romo will review "A Nation at Risk" at Westlake Library at 10 a.m. on 11/17/88, not 7:30 p.m. as stated in the FOL newsletter. "Nation at Risk" is a report of the National Commission on Excellence in Education.

Material similar to "Nation at Risk" is contained in "State of Change: California's Ethnic Future and Libraries-Conference and Awareness Forum Proceedings 1988". The purpose of "State of Change" was to explore the changing ethnic character of California and its implications for libraries. This is the theme of the year in library circles.

Recio stated English language materials are used in schools in the Philippines, therefore, this ethnic group will require very little change in educational and library service in the future.

Sullivan mentioned Asian languages present serious challenges to current library service efforts. Daly City does provide ESL tapes for many Asian and Mid-East languages and will soon provide advanced ESL material on cassettes.

OLD BUSINESS

Trustee Manuals

Sullivan asked for feedback on updating the Trustee Manual.

Schwarzbach suggested new trustees should have an orientation to introduce them to library operations before attending their first board meeting.

Sullivan explained Trustees are in an intermediary position between Library Staff and the City Council. They are not employees and serve

in an advisory capacity. He also mentioned the CALTAC Took Kit publication contains a wealth of helpful information for Library Trustees.

Letter to Our Lady of Mercy/Tutorial Programs

Arlene Fife, Vice Principal of Our Lady of Mercy School was informed by letter we would no longer be able to provide space for their tutorial program.

OTHER
Sullivan reported Proposition 85 was passed by California's voters. Six out of seven measures in California beneficial to libraries passed in the November election at the following locations: Santa Monica, Berkeley, Solano County, Modoc County, San Francisco.

Kelechava inquired if the City Council had passed the recommendation to hire a Librarian II.

Sullivan replied affirmative, a job announcement is already out and interviews are being scheduled for November 20, 1988.

Sullivan distributed a report by Ann Lathrop of the San Mateo Educational Resource Center. The report contains information on the status of school libraries in San Mateo County (copy attached).

Sullivan handed out flyers regarding the annual CALTAC workshops for 1989. Also distributed was a survey from the Univ. of So. Florida regarding library service. Trustees were asked to complete the survey and return it at the next meeting.

PLS "Pathfinder" lists on Poems, Indians, Science Projects, Countries, and California Missions were given to Trustees.

The meeting was adjourned at 8:55 p.m. December meeting is to be cancelled. The next regular meeting will be January 17, 1989 at 7:30 p.m.

MINUTES FROM THE PLS CHILDREN'S COMMITTEE MTG. -- September 29, 1988

ANN LATHROP from SMERC library was our guest and shared some information on the status of school libraries in San Mateo County.

102 elementary schools
9 credentialed elementary librarians (no libr. is fulltime)
23 middle schools: 13 have fulltime librarian (6 have clerical assistance)
6 district librarians
TOTAL= 28 credentialed librarians serving 125 schools in the k-8 grades

Break-down by district -- (0 = no credentialed librarian)
(# reflects librarians)
Bayshore = 0

Belmont = 1 district level serving 3 elem & 1 middle school
Brisbane = one (2 elem. + 1 middle sch.)
Burlingame = 1 fulltime + half-time at all elem.
Cabrillo = 0
Hillsborough = 2 half-time
Jefferson = 0 (12 elem. sch.)

Laguna-Salada = 0
Redwood City = 1 (12 elem & 2 middle sch.)

San Bruno = 1 district librarian for 6 elem. sch.
1 fulltime libr. at middle sch.
San Carlos = 0 (sch. have paid aides)
Woodside = 1 partime libr. / partime teacher
La Honda/ Pescadero= current opening for 1 day a week position
Las Lomitas = 1 covering 2 sch.
Menlo Park =each of 4 sch. has an almost-fulltime librarian at each
Millbrae = paid aides at each of 5 elem.
librarian at middle sch. who also works with above aides
Portola Valley = 0 (has paid aide)
Ravenswood = 0 (4 elem. + 1 middle sch.)
San Mateo = 13 elem. sch. (0 libr.) under supervision of Dir.of Curriculum
4 middle sch. have fulltime libr. at each
SSF= 1 district libr. for 11 elem and 3 middle sch.

Facts --

Credentialed librarian is not required for a school's accreditation.
Requirements for library aides are set by individual district.
Ann Lathrop is a consultant and can be invited by districts to work with them (which does happen) but she has no authority re. policy etc. within the districts. Her time is limited since 50% is spent doing library work and 50% doing instructional media at SMERC/
Each high school in San Mateo Co. has a fulltime credentialed librarian except for LaHonda/Pescadero
Funding for books varies from school to school.
Lottery funds are distributed on average daily attendance basis.
Libraries had their good times in the '60s and support has decreased since then.

PUBLIC LIBRARY

CITY OF DALY CITY

40 WEMBLEY DRIVE
DALY CITY, CALIFORNIA
94015

OFFICE OF THE
LIBRARIAN

DECEMBER 16,1988

THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES SCHEDULED FOR

TUESDAY, DECEMBER 20, 1988

HAS BEEN CANCELLED

CITY OF DALY CITY INTER-OFFICE MEMORANDUM

DATE:11/16/88

TO: Distribution Below

FROM: Daly City Library Board of Trustees

SUBJECT: December Board meeting

The December Library Board meeting has been cancelled. The next regular meeting will be held on January 17, 1989 in the Serramonte Library Community Room at 7:30 p.m.

cc: City Manager
City Clerk
Mayor Teglia
4 Library Branches

cc also - Lib Bd members + Elsie Martin

DALY CITY LIBRARY BOARD OF TRUSTEES

Serramonte Library
Community Room

January 17, 1989
7:30 p. m.

AGENDA

I. ROLL CALL

II. MINUTES

III. ADOPTION OF THE AGENDA

IV. STATISTICS

V. NEW BUSINESS

A. Bruggmeyer Memorial Library
B. Prospects for 1989

VI. OLD BUSINESS

A. Saturday Closing of Holiday Weekends

VII. REPORTS

A. Peninsula Library System
B. PLS Advisory Board
C. California State Library
D. American Library Association

VIII. OTHER

A. Staff Retirement
B. 1988 Commissioners' Dinner Photographs

1989

Notes

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF THE JANUARY 17, 1989

The meeting was called to order by Chairman John Morrice at 7:35 p.m.

ROLL CALL Present: John Morrice, Bianca Caserza, Denise Schwarzbach, Rolito Recio, Sarah Kelechava, John Sullivan, City Librarian, Linda Saltzer, Assistant City Librarian, and Dianne Bistyga, Library Assistant III.

MINUTES As it was discovered that the minutes of the November meeting had not been mailed with the agenda packet, the Board decided to pospone approval until the next meeting.

ADOPTION OF AGENDA The agenda was adopted without revision.

STATISTICS November and December statistics were distributed. Mr. Morrice asked who was responsible for making the decision to withdraw a book from the collection. Mr. Sullivan explained that various librarians had authority to discard material and did so when condition or obsolescence required it.

NEW BUSINESS Bruggmeyer Memorial Library

Sullivan reported that in December of 1988, the City Librarian and the City Attorney received a letter from Brown, Winfield & Cazonere, Attorneys at Law, inviting Daly City to participate in filing an amicus curiae brief on behalf of the City of Monterey Park in an appeal hearing on a dispute between the Friends of the Library of Monterey Park and the City of Monterey Park.

In October 1987, Monterey Park, a general law city, changed its form of library governance from a board of trustees to an advisory commission under the City Council. This change was a challenged by the Friends. In May of 1988, the court ruled in favor of the Friends group. An appeal was filed by the City of Monterey Park and scheduled for January 4, 1989.

After checking further into the matter, it was agreed that it would not be appropriate for Daly City to become involved.

Sullivan passed out copies of an article that appeared in a recent issue of Library Journal so that the Board could read more about the situation at Monterey Park.

NEW BUSINESS (CONT.) Prospects for 1989

1. Copies of a report originally written for the City Manager and edited for the City Council and Board of Trustees were distributed. Reviewing the report briefly, Sullivan said 1988 was a very successful year for the Library.

2. Early January revenue forecasts indicate that there will be a significant reduction in sales tax revenues. The loss of revenue has been attributed to competition with such retail developements as Metro Center, Auto Row, and the Stonestown Galleria.

3. Three years ago, it was decided that contracting with private companies for custodial service would be economically advantageous. The Library initially opposed the move on the grounds that the Library's schedule and use pattern would make it very difficult for an outside company to provide the care needed to keep the buildings neat, attractive, and safe. In the first two years, those reservations proved to be accurate. In the Spring of 1988, the Director of Public Works, the Supervisor of Maintenance, and library staff worked together to re-write the contract specifications and set up a communication procedure to minimize problems. A new 6 month contract, with an option for a 6 month renewal, was awarded in July of 1988. The service was so much improved that is was tempting to rate it more highly than the adequate that it actually is. At its meeting of January 9, 1989, the City Council on a 3 to 2 vote agreed to extend the contract for 6 more months. During that time, the Council will try to identify funds that can be used to provide in-house custodial service. The Library is currently charged $90,000 for building maintenance service. More than custodial services are included in the charge, but it is interesting that the Library $1.06 per capita for maintenance while it spends only $1.19 for materials. If a decision is made to drop contracted services in favor of in-house service, we hope it will mean better maintenance; we expect that it will mean higher costs.

4. Sullivan reported that Project Read will be entering its fifth year in FY 1988-89. In accordance with the terms of the original grant, funding will be reduced to 50% While various types of alternate funding are being sought, it is likely that in order to maintain its full partnership in a program that will operate at existing levels, Daly City will need to appropriate approximately $25,000. Sullivan pointed out that our program has achieved a certain degree prominence through developing a multi-dimentional program which addresses the student's need for literacy, but also provides group support to overcome the sense of isolation associated with illiteracy. Sullivan passed out a copy of a book of writings by Project Read students entitled Dream in Our Book. Only the second of its kind in the state, this book was featured in the national PLUS (Project Literacy U.S.) newsletter.

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF THE JANUARY 17, 1989

OLD BUSINESS — Saturday Closing of Holiday Weekends

Sullivan reviewed prior action taken by the Board early last year to reinstate Saturday service on some holiday weekends. He mentioned that three day holiday weekend may become an issue during contract negotiations which are about to begin and asked if the Board would like to reconsider its action. In the discussion, Morrice asked for clarification on the matter of authority to set Library hours. Sullivan replied that it is the Board who has the authority to set hours. Schwarzbach reminded the Board that the plan as originally approved involved opening only the Serramonte branch on said weekends. Morrice recalled that staff had expressed some reservation about the service that would be provided by staff from other branches, but recent staff movement may have ameliorated that problem. The Board determined that it would not revise its decision, but would continue to favor bringing the schedule into alignment with that of other libraries in the County. It will await recommendation of staff regarding Saturday service for 1989 and will review the schedule each year.

REPORTS — Peninsula Library System

Saltzer reported that on February 4, 1989, the Administrative Council of PLS would have its annual retreat. For this event, assistant directors and the chairs of various PLS committees have been invited to attend. The theme is "coalition building," building new partnerships with other human service providers. Henry Gardner, the City Manager of Oakland will be giving the keynote address and Marilyn Snider, a planning consultant, will facilitate the discussion.

PLS System Advisory Board

Sullivan stated that an appointment by the Council was imminent. The Advisory Board will meet on January 18th at Redwood City Library; in March at Skyline; and at South San Francisco in May.

California State Library

Sullivan read from a message from Mike Dillon, the CLA lobbyist, in which he reported that the budget released on January 11th is not as favorable for libraries as it was in previous years. While all of the details are not yet available, it appears that no cost of living adjustment is provided for the State Library and no additional funding is provided for PLF. Sullivan passed out a report published by the California State Library Foundation describing the impact of Proposition 13 on libraries throughout the State.

REPORTS (CONT) American Library Association

Two segments of Volume 3, No. 1 of Library Video Magazine were shown. The first dealt with the dedication of one of the most ambitious academic libraries built in recent years, the Benjamin S. Rosenthal Library of Queens College, New York. The second segment showed an unconventional young adult librarian hard at work attempting to promote reading among teenagers at Springfield Public Library in Massachusetts.

OTHER Staff Retirement

Sullivan advised the Board that Lorraine McClay will be retiring due to disability after fifteen years of service. A certificate of appreciation was approved by the Board.

1988 Commissioner's Dinner Photographs

A book of proofs of pictures taken at the dinner was passed to the Board so that individuals could select pictures for purchase.

The meeting was adjourned at 9:05 p.m. The next meeting is scheduled for Tuesday, February 21, 1989 at 7:30 p.m.

REPORT TO THE LIBRARY BOARD OF TRUSTEES
DALY CITY PUBLIC LIBRARIES
MONTH/YEAR JANUARY 1989

CIRCULATION STATISTICS

	ADULT FIC	ADULT NONFIC	MAGAZINES	AUDIO VISUAL	JUVI FIC	JUVI NONFIC	CURRENT YEAR TOTAL	PREVIOUS YEAR TOTAL
BAYSHORE	68	61	34	0	91	139	393	436
JOHN D. DALY	200	294	189	8	261	261	1213	1412
SERRAMONTE	2261	3006	809	222	2164	1204	9666	8776
WESTLAKE	3270	2118	578	94	1311	557	7928	6890
TOTAL:	5799	5479	1610	324	3827	2161	19200	17514

	DCPL REG	PLS/UB REG	REFERENCE QUESTIONS	FROM PLS	TO PLS	FROM ILL	TO ILL	STL
BAYSHORE	6	0	78	1	8	0	0	
JOHN D. DALY	39	0	252	3	5	0	0	
SERRAMONTE	172	10	2219	44	50	24	4	29
WESTLAKE	118	13	681	28	17	2	1	43
TOTAL:	335	23	3230	76	80	26	5	72

REPORT OF THE TECHNICAL PROCESSING DEPARTMENT

	ADULT	JUVENILE	NONBOOKS	TOTAL
BAYSHORE	12	13	0 PBK	25
JOHN D. DALY	11	11	114 PBK	22
SERRAMONTE	148	87	119 PBK, 3 MICRO	235
WESTLAKE	77	55	610 PBK, 4 CASS	132
HISTORICAL	0			0
SUBTOTAL:	248	166	731	414

TOTAL BOOKS: 414
TOTAL NONBOOKS: 731

BOOK STOCK AT 1ST OF MONTH:	150279
ADD BOOKS PROCESSED:	414
LESS DISCARDS:	9
TOTAL BOOK STOCK 10/31/88	150684

17790 85

DALY CITY LIBRARY BOARD OF TRUSTEES

Serramonte Library
Community Room

February 21, 1989
7:30 p. m.

AGENDA

I. ROLL CALL

II. MINUTES

III. ADOPTION OF THE AGENDA

IV. LIBRARY BOARD PRESENTATION

IV. STATISTICS

V. NEW BUSINESS

A. AB 1600
B. Proposed service changes

VI. OLD BUSINESS

A. Prospects for 1989

VII. REPORTS

A. Peninsula Library System
B. PLS Advisory Board
C. Project Read
D. California Trustees Association

VIII. OTHER

DISTRIBUTION:

Library Board of Trustees
Office of the Mayor
City Manager
City Clerk
All Library Branches
City Librarian
Friends of the Library

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF THE FEBRUARY 21, 1989

The meeting was called to order at 7:45 p.m.

ROLL CALL
Present: Bianca Caserza, Sarah Kelechava, Rolito Recio, Denise Schwarzbach, John Sullivan, City Librarian, Linda Saltzer, Assistant City Librarian.
Guests: Lorraine McClay, Library Assistant III, and Dvorah Miller, UC-Berkeley Library School.

MINUTES
The minutes of the November and January meetings were approved as submitted.

ADOPTION OF AGENDA
Under REPORTS add item E. Friends of the Library.
Under OTHER add item A. Telefacsimile and Item B. Year of the Young Reader

BOARD PRESENTATION
Trustee Recio presented a certificate of appreciation to Lorraine McClay in recognition of her years of service to the Library Board and to the Daly City Library. He and other trustees praised Mrs. McClay for the help she provided to them as individuals in their work as Trustees.

STATISTICS
The statistics for the month of January were distributed.

NEW BUSINESS
AB 1600
Sullivan summarized the City Council Study Session of February 6, 1989, in which was presented a brief description of AB1600, a new law which requires a process for establishing developers' fees, the segregation of these fees on separate accounts, and a review every 5 years of any fees not expended requiring a demonstrated need for the funds or a return of the fees plus interest; and a very detailed staff analysis of the process, methods, and calculations used to determine the City's needs and how the City might fairly determine the costs allocable to new developers. Copies of the Library's projected improvements and cost allocation were distributed.

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF THE FEBRUARY 21, 1989

NEW BUSINESS (CONT.)

Proposed Service Changes

Sullivan requested the Board to consider discontinuing two services the Library has been offering: 1) the proctoring of real estate examinations for correspondence school students and 2) answering telephone requests for information from the Haines Criss-Cross Directory; a directory which provides a name when you have only an address and/or a telephone number.

Proctoring has been done by the Library for many years. It has become a problem since the San Francisco Public Library discontinued this service and their patrons have been coming to us.
The Board agreed that non-residents should be referred to other agencies that provide this service, but that residents of Daly City continue to be accommodated as much as possible.

Telephone access requests to the Haines Directory have been coming mostly from out-of-state, for-profit organizations. The Board agreed that it was inappropriate to continue this service, but felt the Directory should be available to our residents for in-library use.

OLD BUSINESS

Prospects for 1989/90

The anticipated revenue short-fall in sales tax mentioned last month has become a reality. All departments are being asked to institute cost-cutting economies for the rest of this operational year. The Library will be attempting to save through the restricted purchase of books and other materials.

In addition, the City Council has approved a hiring freeze, which is likely to continue through much of the coming year.

Budget preparation instructions have been distributed and all departments are to prepare three budgets:
1. a base budget that will allow continuation of services at the 1988/89 level with a 4% maximum for anticipated cost increases:
2. a base budget that reflects a 4% decrease of the current budget:
3. and an augmented budget which will include new and/or expanded programs for the coming year.

Sullivan noted that there were only two categories in the Library's budget where any appreciable cost savings could be realized,and these are the in the part-time wages and in the book budget. While cut-backs in either category would have severe impacts on the service level, the loss of any personnel, either full-time or part-time, would mean that the hours of service that have been so laboriously restored to the schedule would have to be reduced.

After discussing a variety of scenarios, the Board provided the following guidelines:

1. the closing of any library branch or reducing hours of public service should be considered only under the most extreme circumstances
2. a short term reduction in the book budget would be this least disruptive action that could be taken.

REPORTS

Peninsula Library System

Mrs. Saltzer reported on the PLS Annual Retreat. This year's theme was coalition building. A mission statement for PLS was drafted and a time-line developed for identifying the other community groups with whom it would be mutually beneficial to establish coalitions.

System Advisory Board

Sullivan announced that at its January 23rd meeting, the City Council appointed Bunny Gillespie to be Daly City's representative on the Peninsula Library System Advisory Board. Mrs. Gillespie has been a life-long user of the DCPL, a long-time member of the Friends of the Library, and is currently active in the History Guild of Daly City/Colma.

Project Read

In accordance with the terms of the grant, State funding of Project Read is now at 50% of the original amount of approximately $123,000. To continue the project at full funding and with Daly City as a full partner with South San Francisco, $25,000 will be needed. Project Read is seeking funds through CBDG and other grant sources, as well as looking at ways to maintain the project with fewer funds.

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF THE FEBRUARY 21, 1989

California Trustees Association

The second in a series of four meeting under the aegis of CALTAC is scheduled for March 4th in Napa. Reports form those who attended the first workshop on Trustee Evaluation of Library Services recommend it highly.

Friends of the Library

The Friends' February book review is scheduled for Thursday, February 23rd and will feature Neil Fahy discussing his most recent book" San Mateo County Sourdoughs" about residents of the county who went to seek their fortunes in the Klondike.

OTHER

Telefacsimile

In a group purchase with other PLS libraries, DCPL now has a "fax" machine. When this becomes operational it will speed the delivery of information between libraries and promises to be another bit of technology that will help raise the level of our services.

The Year of the Young Reader

Sullivan displayed the proclamation issued by the City Council declaring 1989 as the Year of the Young Reader in Daly City. The Year of the Young Reader is a national event and libraries will be presenting special events and programs for young readers

The meeting was adjourned at 9:10. The next regular meeting is scheduled for march 21, 1989 at 7:30 in the Community Room of the Serramonte Library.

REPORT TO THE LIBRARY BOARD OF TRUSTEES
DALY CITY PUBLIC LIBRARIES
MONTH/YEAR FEBRUARY 1989

CIRCULATION STATISTICS

	ADULT FIC	ADULT NONFIC	MAGAZINES	AUDIO VISUAL	JUVI FIC	JUVI NONFIC	CURRENT YEAR TOTAL	PREVIOUS YEAR TOTAL
BAYSHORE	62	60	27	4	53	100	306	419
JOHN D. DALY	160	273	159	8	261	206	1067	1668
SERRAMONTE	2112	2873	912	258	1919	926	9000	9269
WESTLAKE	2767	1923	561	105	1259	650	7265	6706
TOTAL:	5101	5129	1659	375	3492	1882	17638	18062

	DCPL REG	PLS/UB REG	REFERENCE QUESTIONS	FROM PLS	TO PLS	FROM ILL	TO ILL	STL
BAYSHORE	8	1		0	6	0	1	
JOHN D. DALY	42	3	92	7	7	0	0	
SERRAMONTE	148	5	2079	39	40	39	11	16
WESTLAKE	119	11	681	22	31	3	1	11
TOTAL:	317	20	2852	68	84	42	13	27

REPORT OF THE TECHNICAL PROCESSING DEPARTMENT

	ADULT	JUVENILE	NONBOOKS	TOTAL
BAYSHORE	4	6	0 PBK	10
JOHN D. DALY	5	6	16 PBK	11
SERRAMONTE	138	113	0 PBK, 3 MICRO	251
WESTLAKE	44	32	423 PBK	76
HISTORICAL	3			3
SUBTOTAL:	194	157	442	351

TOTAL BOOKS: 351
TOTAL NONBOOKS: 442

BOOK STOCK AT 1ST OF MONTH: 150684
ADD BOOKS PROCESSED: 351
LESS DISCARDS: 37
TOTAL BOOK STOCK 10/31/88 150998

DALY CITY LIBRARY BOARD OF TRUSTEES

Serramonte Library
Community Room

March 21, 1989
7:30 p. m.

AGENDA

I. ROLL CALL

II. MINUTES

III. ADOPTION OF THE AGENDA

IV. STATISTICS

V. NEW BUSINESS

A. Proposed Inter-Library Loan Charge
B. Revision of Public Service Hours

VI. OLD BUSINESS

A. Prospects for 1989 (cont.)

VII. REPORTS

A. Peninsula Library System
B. PLS Advisory Board
C. California Library Association
D. California Trustees Association
E. Friends of the Library

VIII. OTHER

DISTRIBUTION:

Library Board of Trustees
Office of the Mayor
City Manager
City Clerk
All Library Branches
City Librarian
Friends of the Library

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF THE MARCH 21, 1989

The meeting was called to order at 7:35 p.m.

ROLL CALL Present: Bianca Caserza, Denise Schwarzbach, John Morrice, Rolito Recio, John Sullivan, City Librarian, Linda Saltzer, Assistant City Librarian.

Excused: Sarah Nelechava.

MINUTES The minutes of the February meeting were approved as submitted.

ADOPTION OF AGENDA The agenda was adopted as submitted.

STATISTICS The statistics for the month of February were distributed. Mrs. Cazerza noted that Westlake was the only branch that showed an increase in circulation and that the number of reference questions answered at the Serramonte Branch continues to be over the 2,000 mark.

NEW BUSINESS

PROPOSED INTERLIBRARY LOAN CHARGE

Sullivan reported that at a recent staff meeting a request was made to impose a $1.00 fee for interlibrary loans that can not be filled within the Peninsula Library System. While the fee would not recover the cost of searching the national online catalog, OCLC, it would discourage the casual use of this service. The librarian accepting the request would maintain the prerogative of waiving the fee when appropriate.

REVISION OF PUBLIC SERVICE HOURS

Sullivan announced the retirement of Janet Baccei effective April 30, 1989. Given the hiring freeze, Sullivan stated, a reduction in the public service schedule is required. Staff is recommending the John D. Daly and Bayshore Branches be open on alternate days, Monday through Thursday, closed Friday, Saturday and Sunday. This schedule would allow one team to cover both locations and would considerably reduce the number of last minute adjustments that are currently required to cover four branches on Friday. After some discussion, a motion to approve the staff recommendation was

made by Mr. Morrice, seconded by Mrs. Cazerza, and passed by the Board.

OLD BUSINESS

PROSPECTS FOR 1989 (CONT.)

Following up on the report given to the Board at its last meeting, Sullivan reported that the staff has almost completed the base, supplemental and augmented budgets for FY 1989/90. The base budget would allow the Library to continue to operate at the same level of service as last year, except that the hiring freeze will most likely continue and require the reduced schedule adopted by the Board to remain in effect for FY 1989/90. In order to meet the target for the supplemental budget, Saltzer suggested that further cuts in the operating schedule and a hefty cut in the book budget would be required. A total of 53 hours of service may need to be cut from the existing schedule and the book budget may need to be cut by approximately 40% Sullivan reminded the Board that while planning for a reduction is a necessary part of the process, no action will be taken until the budget is reviewed by the City Council.

REPORTS

PENINSULA LIBRARY SYSTEM

Sullivan passed out a flyer announcing the 2nd Annual Authors Fair. Jerry Graham, host of "Bay Area Backroads" seen weekly on KRON-TV and his wife Catherine will be at Redwood City on Sunday, April 9th. Three Bay Area mystery writers, Collin Wilcox, Jerry Kennealy, and Sister Carol Anne O'Marie will discuss thier craft at the South San Francisco Municipal Services Building on Sunday, April 16th.

PENINSULA LIBRARY SYSTEM ADVISORY BOARD

Sullivan reported that Mrs. Bunny Gillespie attended her first SAB meeting at Skyline College on Wednesday, March 15th. In response to a question from Mrs. Cazerza about Mrs. Gillespie's availability to report to the Board about SAB activities, Sullivan stated the Mrs. Gillespie has received the minutes and agenda of the Board meeting and will be encouraged to attend whenever her busy schedule permits.

The 3rd Annual Legislative Breakfast, sponsored by the SAB and held at the Crown Plaza Hotel in Burlingame on Sunday March 11, presented information to elected officials and community leaders about the efforts of PLS to develop partnerships with other groups and agencies in San Mateo County.

Sullivan reminded the Board that Legislative Day in

Sacramento will be Wednesday, May 10th. The SAB will be sponsoring an orientation meeting a few days before the trip.

REPORTS

CALIFORNIA LIBRARY ASSOCIATION

Sullivan read from a message from the CLA lobbyist, Mike Dillon, in which it was reported that the State Library budget will be heard in the Senate on April 3rd and in the Assembly on April 11th. As it has for many years, CLA urges interested parties to write to the committees hearing the budget to ask them to support an augmentation to the Public Library Foundation allocation.

CALIFORNIA TRUSTEES ASSOCIATION

Sullivan stated that since neither the Library nor the Board has yet received membership renewal forms that the Library will contact CLA to ensure that the Board maintains its membership.

FRIENDS OF THE LIBRARY

Sullivan announced that the March Book Review Program will feature Virginia Golden who will lecture and read her poems on Morocco. The program will be at the Westlake Branch on Thursday, March 23rd at 10:00 a.m.

The meeting was adjourned at 8:35. The next regular meeting is scheduled for April 19, 1989 at 7:30 in the Community Room of the Serramonte Library.

REPORT TO THE LIBRARY BOARD OF TRUSTEES
DALY CITY PUBLIC LIBRARIES
MONTH/YEAR MARCH 1989

CIRCULATION STATISTICS

	ADULT FIC	ADULT NONFIC	MAGAZINES	AUDIO VISUAL	JUVI FIC	JUVI NONFIC	CURRENT YEAR TOTAL	PREVIOUS YEAR TOTAL
BAYSHORE	81	78	59	0	99	74	391	291
JOHN D. DALY	281	279	232	22	381	308	1503	1850
SERRAMONTE	2286	3447	1056	309	2618	1354	11070	11013
WESTLAKE	3430	2377	666	173	1699	816	9161	8096
TOTAL:	6078	6181	2013	504	4797	2552	22125	21250

	DCPL REG	PLS/UB REG	REFERENCE QUESTIONS	FROM PLS	TO PLS	FROM ILL	TO ILL	STL
BAYSHORE	9	0	164	2	4	1	0	
JOHN D. DALY	46	1	98	6	6	0	1	
SERRAMONTE	206	10	2251	47	49	5	21	16
WESTLAKE	154	19	545	29	26	1	3	11
TOTAL:	415	30	3058	84	85	7	25	27

REPORT OF THE TECHNICAL PROCESSING DEPARTMENT

	ADULT	JUVENILE	NONBOOKS	TOTAL
BAYSHORE	3	9	0 PBK	12
JOHN D. DALY	3	19	128 PBK	22
SERRAMONTE	154	101	211 PBK, 31 MICRO	255
WESTLAKE	50	48	250 PBK	98
HISTORICAL				0
SUBTOTAL:	210	177	620	387

TOTAL BOOKS: 387
TOTAL NONBOOKS: 620

BOOK STOCK AT 1ST OF MONTH: 150279
ADD BOOKS PROCESSED: 387
LESS DISCARDS: 37
TOTAL BOOK STOCK 10/31/88 150629

DALY CITY LIBRARY BOARD OF TRUSTEES

Serramonte Library
Community Room

April 18, 1989
7:30 p. m.

AGENDA

I. ROLL CALL

II. MINUTES

III. ADOPTION OF THE AGENDA

IV. STATISTICS

V. NEW BUSINESS

A. Student Government Program

VI. OLD BUSINESS

A. Prospects for 1989 (cont.)

VII. REPORTS

A. Peninsula Library System
B. PLS Advisory Board
C. California Library Association
D. Friends of the Library

VIII. OTHER

DISTRIBUTION:

Library Board of Trustees
Office of the Mayor
City Manager
City Clerk
All Library Branches
City Librarian
Friends of the Library

DALY CITY PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES

April 18, 1989

The regular meeting of the Daly City Public Library Board of Trustees scheduled for Tuesday, April 18, 1989 has been cancelled due to the lack of a quorum.

The next regularly scheduled meeting will take place on Tuesday, May 16, 1989 at 7:30 p.m. in the Community Room of the Serramonte Library at 40 Wembley Drive.

REPORT TO THE LIBRARY BOARD OF TRUSTEES
DALY CITY PUBLIC LIBRARIES
MONTH/YEAR APRIL 1989

CIRCULATION STATISTICS

	ADULT FIC	ADULT NONFIC	MAGAZINES	AUDIO VISUAL	JUVI FIC	JUVI NONFIC	CURRENT YEAR TOTAL	PREVIOUS YEAR TOTAL
BAYSHORE	68	57	39	1	92	66	323	426
JOHN D. DALY	157	154	171	1	318	207	1008	1594
SERRAMONTE	2226	3360	1007	256	2323	1232	10404	10562
WESTLAKE	2854	2052	637	129	1476	696	7844	7969
TOTAL:	5305	5623	1854	387	4209	2201	19579	20551

	DCPL REG	PLS/UB REG	REFERENCE QUESTIONS	FROM PLS	TO PLS	FROM ILL	TO ILL	STL
BAYSHORE	8	0	83	8	1	0	0	
JOHN D. DALY	30	1	99	5	7	0	0	
SERRAMONTE	202	11	2086	20	37	16	15	21
WESTLAKE	121	12	459	39	27	1	1	11
TOTAL:	361	24	2727	72	72	17	16	32

REPORT OF THE TECHNICAL PROCESSING DEPARTMENT

	ADULT	JUVENILE	NONBOOKS	TOTAL
BAYSHORE	2	6	0 PBK	8
JOHN D. DALY	3	7	2 PBK	10
SERRAMONTE	107	88	98 PBK, 3 MICRO	195
WESTLAKE	40	75	636 PBK	115
HISTORICAL				0
SUBTOTAL:	152	176	739	328

TOTAL BOOKS: 328
TOTAL NONBOOKS: 739

BOOK STOCK AT 1ST OF MONTH: 150629
ADD BOOKS PROCESSED: 328
LESS DISCARDS: 39
TOTAL BOOK STOCK 10/31/88 150918

DALY CITY LIBRARY BOARD OF TRUSTEES

Serramonte Library
Community Room

May 16, 1989
7:30 p. m.

AGENDA

I. ROLL CALL

II. MINUTES

III. ADOPTION OF THE AGENDA

IV. STATISTICS

V. NEW BUSINESS

- A. Student Government Program
- B. Amending Meeting Room Policy

VI. OLD BUSINESS

- A. Prospects for 1989 (cont.)

VII. REPORTS

- A. Peninsula Library System
- B. PLS Advisory Board
- C. California State Library
- D. California Library Association
- E. Friends of the Library

VIII. CORRESPONDENCE

- A. Letter from Mr. S.L. Morris

IX. OTHER

DISTRIBUTION:

Library Board of Trustees
Office of the Mayor
City Manager
City Clerk
All Library Branches
City Librarian
Friends of the Library

DALY CITY PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE MEETING OF MAY 16, 1989

The meeting was called to order at 7:35 p.m.

ROLL CALL

Present: Sarah Kelechava, Denise Schwarzbach, John Morrice, John Sullivan, City Librarian.
Excused: Bianca Caserza, Rolito Recio
Guest: Bunny Gillespie, SAB

MINUTES

The minutes of the March meeting were amended under ROLL CALL to read:
Excused: Sarah Kelechava

ADOPTION OF AGENDA

The agenda was adopted as submitted.

STATISTICS

The statistics for the months of March and April were distributed.

NEW BUSINESS

Student Government Program - Mr. Sullivan reported that, once again, the Senior Government program in which high school students are paired with City officials over a two week period that culminates in a mock City Council meeting, was a great success. It was very refreshing to work with these very bright and capable students from Westmoor and Jefferson high schools. Ms. Rachel Fetty from Westmoor acquitted herself very well in the role of City Librarian

Amending Meeting Room Policy - A rare cancellation of a booking of the Serramonte Library Community Room brought to staff's attention that the Meeting Room Policy contained no statement on refunds. After discussion, the Board felt that since this happens so rarely, it is not a problem that cannot be handled at the City Librarian's discretion, and adding language to the policy at this time would not be necessary.

OLD BUSINESS

PROSPECTS FOR 1989 (CONT.)

Since the hours at the Bayshore and John D. Daly branch libraries were reduced on May 1, 1989, Sullivan reported he has received only two

complaints. One was a paragraph in the newsletter of the Bayshore Residents Association. This was read to the Board. The other came from a San Francisco resident who used the John D. Daly Library when she came to Daly City to have her hair done. She was disappointed that the current schedule does not coincide with her regular appointment day.

The possible loss of a third full-time staff has been averted thanks to the positive results of exploratory surgery.

One staff will be on parental leave for about 3 months beginning in early June. This leave will not impact on hours of service.

REPORTS

PENINSULA LIBRARY SYSTEM

Because of increases in rates charged, changes in the hours and location, PLS has decided not to have a booth at this year's San Mateo County Fair,

PENINSULA LIBRARY SYSTEM ADVISORY BOARD

The Advisory Board will meet on Wednesday, May 17th, at 4 p.m. in the So. San Francisco Library. On the agenda is a motion to increase the number of meetings from five to six per year.

CALIFORNIA STATE LIBRARY

The CSL Newsletter reports that in order to stay open in 1989-90, the Butte County Library must eliminate 15 positions and place the operation of its five libraries in the hands of volunteers.

CALIFORNIA LIBRARY ASSOCIATION

Nearly 400 librarians and library supporters assembled in Sacramento for CLA Legislative Day. The San Mateo contingent, which included John Morrice, John Sullivan, and Linda Saltzer, numbered nearly sixty people. Visits were made with Assemblywoman Speier's Chief of Staff,

Michael Thompson, Assemblyman Ted Lempert, and Senator Becky Morgan. Courtesy visits were paid to the offices of Senator Quentin Kopp and Assemblyman Byron Sher.

FRIENDS OF THE LIBRARY

The annual meeting and installation of officers will take place on Thursday, May 25th, at 7:30 p.m. in the Community Room of the Serramonte Library. Mayor Nevin will be installing the new officers. There will a "Talent Showcase" featuring members of the Friends.

CORRESPONDENCE

A letter from a library patron unhappy about the availability of certain library materials and containing suggestions of how to improve our services was distributed along with Mr. Sullivan reply.

A postcard from Trustee Caserza, who is vacationing in Italy, was shared.

A "thank you" from the students participating in Senior Government Week was read.

OTHER

Sullivan announced that the Serramonte and Westlake libraries will be participating in the county-wide Food From the Heart program. The program provided collection barrels for voluntary donations of canned food for the needy. They also provide pickup and publicity materials. The employee food contribution project will continue to provide donation to the Daly City Community Center.

The meeting was adjourned at 8:45 p.m. The next regular meeting is scheduled for June 20, 1989 at 7:30 in the Community Room of the Serramonte Library.

REPORT TO THE LIBRARY BOARD OF TRUSTEES
DALY CITY PUBLIC LIBRARIES
MONTH/YEAR MAY 1989

CIRCULATION STATISTICS

	ADULT FIC	ADULT NONFIC	MAGAZINES	AUDIO VISUAL	JUVI FIC	JUVI NONFIC	CURRENT YEAR TOTAL	PREVIOUS YEAR TOTAL
BAYSHORE	27	44	29	0	36	47	183	404
JOHN D. DALY	109	164	133	5	138	103	652	1575
SERRAMONTE	1903	3443	1057	300	2321	1191	10215	9202
WESTLAKE	3247	2223	663	112	1568	613	8426	7337
TOTAL:	5286	5874	1882	417	4063	1954	19476	18518

	DCPL REG	PLS/UB REG	REFERENCE QUESTIONS	FROM PLS	TO PLS	FROM ILL	TO ILL	STL
BAYSHORE	3	0	41	0	5	0	0	
JOHN D. DALY	37	4	112	0	1	0	0	
SERRAMONTE	192	11	2108	36	31	6	8	24
WESTLAKE	139	13	524	43	5	1	1	13
TOTAL:	371	28	2785	79	42	7	9	37

REPORT OF THE TECHNICAL PROCESSING DEPARTMENT

	ADULT	JUVENILE	NONBOOKS	TOTAL
BAYSHORE	1	17	0 PBK	18
JOHN D. DALY	1	17	0 PBK	18
SERRAMONTE	90	33	296 PBK, 9 MICRO	123
WESTLAKE	36	23	382 PBK	59
HISTORICAL				0
SUBTOTAL:	128	90	687	218

TOTAL BOOKS: 218
TOTAL NONBOOKS: 687

BOOK STOCK AT 1ST OF MONTH: 150918
ADD BOOKS PROCESSED: 218
LESS DISCARDS: 65
TOTAL BOOK STOCK 10/31/88 151071

DALY CITY LIBRARY BOARD OF TRUSTEES

Serramonte Library
Community Room

June 20, 1989
7:30 p.m.

AGENDA

I. ROLL CALL

II. MINUTES

III. ADOPTION OF THE AGENDA

IV. STATISTICS

V. NEW BUSINESS

VI. OLD BUSINESS

VII. REPORTS

A. PENINSULA LIBRARY SYSTEM
B. PLS ADVISORY BOARD
C. CALIFORNIA STATE LIBRARY
D. FRIENDS OF THE LIBRARY

VIII. OTHER

DISTRIBUTION:

Library Board of Trustees
Office of the Mayor
City Clerk
City Manager
All Libraries
Friends of the Library

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF THE MEETING OF JUNE 20, 1989

The meeting was called to order at 7:35 p.m.

ROLL CALL — Present: Bianca Caserza, Sarah Kelechava, Rolito Recio, John Sullivan, City Librarian,
Excused: Denise Schwarzbach.

MINUTES — The minutes of the May meeting were approved as submitted.

AGENDA ADOPTION — Under New Business add Council Budget Review
Under Old Business add Prospects for 1989-90

STATISTICS

The statistics for the month of May were distributed. In spite of reduced hours at the John D. Daly and Bayshore libraries, the over-all circulation figures were slightly higher than for the same period in 1988.

Recio, at a meeting of homeowner organizations, had an opportunity to explain why library hours had to be reduced. He felt that with this information available the was more acceptance of the reduction than there had been.

Bar graphs prepared by Linda Saltzer, Assistant City Librarian were distributed. The graphs show over-all monthly circulation figures for the years 1985 through 1988, and the monthly circulation figures at the Serramonte Library for the same period.

NEW BUSINESS

On Friday, June 19th, the City Council reviewed the Library's budget requests for fiscal year 1989-90. The Council asked pertinent question about materials costs, and shared concerns were expressed about maintaining a high level of service in the face of diminishing resources. Mayor Nevin suggested that, in the fall, the Council would meet to tour library facilities and begin what could be one of several study sessions that would

provide a direction and a plan for library services in the years ahead.

OLD BUSINESS

The administrative clerical support position, formerly an LAIII position and now classified as TCIII, that has been vacant for the last 6 months should be filled shortly after the beginning of the new fiscal year.

REPORTS

Peninsula Library System - The most recently time-line for the implementation of the GEAC 9000 System was distributed with the cautionary note that unforeseen problems could delay the announced date of July 17, 1989.

System Advisory Board - The SAB is in recess until September

Project Read - Pam Nicholls, Tutor/Student Coordinator, resigned on June 17th. She will be continuing her education in literacy training at UC Berkeley.

Friends of the Library - in recess until September.

OTHER

In reviewing the Trustees schedules for the month of July, it was decided that it would be best to cancel the meeting for that month.

The meeting adjourned at 8:45 p.m.

The next regularly scheduled meeting will be on August 15, 1989.

DALY CITY LIBRARY BOARD OF TRUSTEES

Serramonte Library
Community Room

July 14, 1989
7:30 p. m.

AGENDA

The meeting of the Library Board of Trustees scheduled for June 18, 1989 has been cancelled due to lack of a quorum.

The next regularly scheduled meeting will be on Tuesday, August 15, 1989.

REPORT TO THE LIBRARY BOARD OF TRUSTEES
DALY CITY PUBLIC LIBRARIES
MONTH/YEAR JULY 1989

CIRCULATION STATISTICS

	ADULT FIC	ADULT NONFIC	MAGAZINES	AUDIO VISUAL	JUVI FIC	JUVI NONFIC	CURRENT YEAR TOTAL	PREVIOUS YEAR TOTAL
BAYSHORE	7	24	53	0	96	46	226	521
JOHN D. DALY	142	148	217	6	627	159	1299	1678
SERRAMONTE	2421	2726	953	282	3671	1181	11234	10257
WESTLAKE	3270	1684	570	106	2504	495	8629	8126
TOTAL:	5840	4582	1793	394	6898	1881	21388	20582

	DCPL REG	PLS/UB REG	REFERENCE QUESTIONS	FROM PLS	TO PLS	FROM ILL	TO ILL	STL
BAYSHORE	17	1	64	0	1	0	0	
JOHN D. DALY	42	0	123	0	1	0	0	
SERRAMONTE	191	8	1756	38	44	2	21	21
WESTLAKE	158	15	361	41	29	2	11	10
TOTAL:	408	24	2304	79	75	4	32	31

REPORT OF THE TECHNICAL PROCESSING DEPARTMENT

	ADULT	JUVENILE	NONBOOKS		TOTAL
BAYSHORE	5	2	0	PBK	7
JOHN D. DALY	5	2	0	PBK	7
SERRAMONTE	114	9	0	PBK, 4 MICRO	123
WESTLAKE	54	3	283	PBK	57
HISTORICAL					
SUBTOTAL:	178	16	287		194

TOTAL BOOKS: 194
TOTAL NONBOOKS: 287

BOOK STOCK AT 1ST OF MONTH:	150957
ADD BOOKS PROCESSED:	194
LESS DISCARDS:	1
TOTAL BOOK STOCK 10/31/88	151150

CORRECTED 9/11/89

DALY CITY PUBLIC LIBRARY BOARD OF TRUSTEES

Serramonte Library
Community Room

August 15, 1989
7:30 p.m.

AGENDA

I Roll Call

II Introductions

III Minutes

IV Election of Officers

V Adoption of Agenda

VI Statistics

VII Reports

A. Peninsula Library System
B. PLS System Advisory Board
C. California State Library
D. Friends of the Library

VIII Old Business

IX Other

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF THE MEETING OF AUGUST 15, 1989

The meeting was called to order at 7:35 p.m.

ROLL CALL Present: Bianca Caserza, Sarah Kelechava, John Morrice, Rolito Recio, Denise Schwarzbach, Linda Saltzer, Assistant City Librarian.

Guests: Neil Fahy

INTRODUCTIONS

Saltzer introduced Elaine Hung, the new Typist Clerk III in Library Administration. Among her many assignments Mrs. Hung will be recording the minutes of Board meetings. Saltzer pointed out that Mrs. Hung has worked for the City since 1984 and has applied her previous experience very well in her new position which she is mastering at a rapid rate.

MINUTES

The minutes of the June 20, 1989 meeting should be corrected to reflect the presence of Mr. Morrice whose name was inadvertently omitted from the roll call.

ELECTION OF OFFICERS

Tabled until the City Council has announced its decision on filling the position that opened when Mr. Morrice's term expired on June 30, 1989.

AGENDA ADOPTION

The agenda was amended to include a report on the Summer Reading program.

STATISTICS

The statistics for the months of June and July were distributed. Saltzer pointed out that the circulation figures for July 1988 were transcribed incorrectly. Last year's circulation for July should be: Bayshore, 521; John D. Daly, 1,678; Serramonte, 10,257; Westlake, 8,126; Total, 20,582. This error and another involving the total non-books added will be corrected in a revised report to be presented at the next meeting. While the figures for John D. Daly and Bayshore Libraries were down due to a reduced schedule, there was a slight increase in circulation over July of last year.

REPORTS

PENINSULA LIBRARY SYSTEM

Saltzer reported that on July 20th, the old GEAC computer was turned off and the new 9000 machine assumed the load of our circulation system. The first twenty-four hours were a little rocky, but the system was stabilized and has been performing very well. Response time has improved dramatically. Even during our busiest hours the system is able to handle the load without slowing down. As soon as the new telecommunications network has been installed, we will be adding two terminals at Serramonte and and one at Westlake. The new network will allow us to transmit data at much higher speeds, reduce errors and down time, increase the number of terminals per line, and reduce costs. Until we know more about our financial future, the John D. Daly and Bayshore branches will remain on the analog network.

SYSTEM ADVISORY BOARD

The PLS System Advisory Board will give an orientation on Tuesday, September 19th, from 10 a.m. to 11:30 a.m. at the San Mateo County Headquarters, 25 Tower Road in Belmont. The presentation will be followed by a luncheon at the home of Terry Jackson. Mr. Morrice indicated that he would like to attend this event.

CALIFORNIA STATE LIBRARY

Saltzer reported that both the PLF and Literacy Campaign augmentations were deleted from the budget by the Governor. After explaining the formula for the distribution of State funds to public libraries through the Public Library Fund, Saltzer pointed out that the program has never been fully funded. The augmentation that was rejected by the Governor would have provided full funding for the program. Currently, Daly City is receiving approximately 60,000 a year from PLF. Project Read, the joint adult literacy program sponsored by Daly City and South San Francisco will be in its sixth year next year and, unless there is additional funding from the State, we will be facing the prospect of providing 100% of the program's funding. The augmentation request would have provided one more year of state support at the 50% level. Saltzer mentioned that other measures to continue State assistance are being pursued. Responding to questions from Caserza and Schwarzbach, Saltzer clarified that Project Read has a small paid staff but that the tutoring of adult learners is done by volunteers. She also mentioned that Project Read is one of the most innovative programs in the State and has a staff that has distinguished itself locally, regionally, and nationally.

FRIENDS OF THE LIBRARY

The Friends of the Library's first program will be on September 28th at the Westlake Library; more details will be forthcoming.

SUMMER READING PROGRAM

Saltzer distributed a report on the Summer Reading Program, "Science Wizards: Experiment with Reading." While the number of children enrolled in the program was smaller than last year, the number of books read did not decline. The reduction in branch hours and the more serious theme of the program may have contributed to the decline in registration.

OTHER

Saltzer reported that a final budget will likely be adopted at the last City Council meeting in August. If the hiring freeze extends to all vacancies that occur during this fiscal year, the Board may have to consider further reductions in the schedule. Mrs. Cushingberry has announced her resignation effective September 30, 1989 and it is the expected that there will be a retirement of another Library Assistant by the end of the calendar year. Recio mentioned that at a meeting of homeowners groups, the residents of Bayshore expressed their dissatisfaction with the library's schedule. He said that after he explained the reasons for the decision that they were somewhat appeased. Further reduction of the schedule or branch closings are not something anyone wants to see happen. Mrs. Caserza asked how many people were currently on the staff and Saltzer replied that there were 17 full time employees, 9 of whom are assigned on a regular basis to branch operations and approximately 6 FTE of part time staff who are similarly assigned. If the two vacancies expected this year cannot be filled, it will not be possible to cover the current 129 hours of service. Evening and weekend hours mean covering eleven-hour days and a six day week, including many overlapping hours where four branches need to be adequately staffed simultaneously. Mrs. Schwarzbach asked if there was an internship program that might be considered. Saltzer replied that San Jose State did have such a program but that it involved providing a work experience for a graduate student and would not be a way to avert potential reductions in the service schedule. The Board expressed its concern but agreed to consider the matter individually and be prepared to make suggestions at the next meeting should it be necessary to further reduce the service schedule.

Mrs. Caserza said that she had received her preliminary program for the California Library Association Annual Convention in Oakland and expressed an interest in attending. Mrs. Kelechava and Mr. Morrice also indicated interest.

The meeting was adjourned at 8:50 p.m. The next meeting is scheduled for September 19th at 7:30 p.m. in the Community Room of the Serramonte Library.

REPORT TO THE LIBRARY BOARD OF TRUSTEES
DALY CITY PUBLIC LIBRARIES
MONTH/YEAR AUGUST 1989

CIRCULATION STATISTICS

	ADULT FIC	ADULT NONFIC	MAGAZINES	AUDIO VISUAL	JUVI FIC	JUVI NONFIC	CURRENT YEAR TOTAL	PREVIOUS YEAR TOTAL
BAYSHORE	27	19	38	1	72	13	170	488
JOHN D. DALY	72	146	207	4	359	96	884	1573
SERRAMONTE	2313	2766	1061	277	3284	901	10602	10865
WESTLAKE	3521	1709	557	135	2543	635	9100	8296
TOTAL:	5933	4640	1863	417	6258	1645	20756	21222

	DCPL REG	PLS/UB REG	REFERENCE QUESTIONS	FROM PLS	TO PLS	FROM ILL	TO ILL	STL
BAYSHORE	1	1	127	0	7	0	0	
JOHN D. DALY	38	0	103	0	5	1	0	
SERRAMONTE	170	13	1818	36	69	16	12	25
WESTLAKE	156	15	356	47	27	8	2	14
TOTAL:	365	29	2404	83	108	25	14	39

REPORT OF THE TECHNICAL PROCESSING DEPARTMENT

	ADULT	JUVENILE	NONBOOKS		TOTAL
BAYSHORE	3	1	0	PBK	4
JOHN D. DALY	1	0	0	PBK	1
SERRAMONTE	120	19	255	PBK, 3 MICRO, 9 CASS	139
WESTLAKE	54	0	449	PBK	54
HISTORICAL					
SUBTOTAL:	178	20	716		198

TOTAL BOOKS: 198
TOTAL NONBOOKS: 716

BOOK STOCK AT 1ST OF MONTH: 151150
ADD BOOKS PROCESSED: 198
LESS DISCARDS: 57
TOTAL BOOK STOCK 10/31/88 151291

DALY CITY LIBRARY BOARD OF TRUSTEES

Serramonte Library
Community Room

September 19, 1989
7:30 p. m.

AGENDA

I. ROLL CALL

II. MINUTES

III. ELECTION OF OFFICERS

IV. ADOPTION OF AGENDA

V. STATISTICS

VI. REPORTS

- A. PENINSULA LIBRARY SYSTEM
- B. PLS SYSTEM ADVISORY BOARD
- C. CALIFORNIA STATE LIBRARY
- D. FRIENDS OF THE LIBRARY

VII. OTHER

DISTRIBUTION:

Library Board of Trustees
Office of the Mayor
City Manager
City Clerk
All Library Branches
City Librarian
Friends of the Library

JS/emh

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF THE MEETING OF SEPTEMBER 19, 1989

The meeting was called to order at 7:30 p.m.

ROLL CALL
Present: Bianca Caserza, Sarah Kelechava, John Morrice, Rolito Recio, Denise Schwarzbach, John Sullivan, City Librarian
Guest: Leslie Shelton, Project Read Coordinator

MINUTES
The minutes of the August meeting were approved as submitted.

ELECTION OF OFFICERS
On a motion by Caserza, seconded by Schwarzbach, John Morrice was nominated to be re-elected as Chairman, and Rolito Recio to be re-elected Vice Chairman of the Daly City Library Board of Trustees. There were no other nominations. Both nominees were unanimously elected.

AGENDA ADOPTION
The agenda was adopted as submitted.

STATISTICS
The statistics for the months of July and August were distributed. Caserza remarked that reduced hours were now being reflected in lower circulation counts. Schwarzbach observed that Westlake circulated mostly fiction while Serramonte circulated mostly non-fiction. Sullivan commented that this has been the pattern of use over a long period of time.

REPORTS
Peninsula Library System
No report.

PLS System Advisory Board
The PLS System Advisory Board held its annual orientation on Tuesday, September 19th, at the PLS office in Belmont. This was followed by a luncheon at the home of Terry Jackson, City Librarian of San Bruno. Sullivan and Bunny Gillespie, SAB member, represented Daly City.

California State Library

The SB773 Campbell Bill on literacy was passed by the Assembly Ways and Means Committee. this bill carries a $3,188,000 General fund price tag. since the augmentation for the California Literacy Campaign is a dead issue, efforts are being made to include it in this bill.

Friends of the Library

The Friends of the Library had their first Board of Directors meeting of the current year on Thursday, September 7, 1989. The board voted to sponsor an essay contest on What the "War on Drugs" Means To Me. A flyer on the contests is attached. The Friend's first program will be on Thursday, September 28th, at the Westlake Library Community Room on Southgate Avenue, and Cathie Scalice will be the featured guest speaker on the subject, "What the Library Has to Offer."

OTHER

On September 9th, Bianca Caserza attended "The Book and Beyond..." a conference at the College of San Mateo sponsored by Congressman Tom Lantos. Dr. James Billington, the Librarian of Congress, was the featured speaker. Caserza had high praise for both the content and the organization of the conference.

Sullivan introduced Leslie Shelton, Coordinator for Project Read. Shelton mentioned that the Literacy Council of Project Read has been attempting for four years to get businesses interested in the literacy program. Few employers perceive that they have employees who have literacy problems.

She presented a recently completed slide show which highlight literacy problems in the workplace; how to identify the problems; and how these costly problems can be corrected through local programs available through Project Read, Adult Education, and Skyline College.

The Community Colleges, Project Read, and Adult Education are ready to help people with reading problems improve their skills and achieve their goals. South San Francisco, Daly City, and Pacifica are involved in the literacy programs, and volunteers are trained to help people on a one-to-one basis. Counseling and referral services are also available. There are also programs on English as a Second Language and people with learning disability. For people involved in these programs, making progress is a great feeling because reading is so important, and it opens up so many doors.

Sullivan suggested to Rolly Recio that the Project Read staff could present the slide show to the Economic Development Advisory Committee in order to enlist its members support for literacy improvement and Project Read.

Sullivan announced the budget for FY89-90 was passed in late August. The Library lost one Library Assistant II position, but very little else was cut. The Library is anticipating that it will be able to maintain the current schedule of hours through the current fiscal year.

Zella Cushingberry will be resigning on September 29th. Rose Marie Pigott will be retiring on November 30th.

Dates to remember:
A dinner for Zella Cushingberry will be on September 22nd at the Grosvenor Hotel at 6:30 p.m.

Project Read's dinner recognizing students will be Friday, September 29th.

The Employees Award Dinner will be held Friday, October 13th, at the Grosvenor Hotel. Among the Library staff receiving the awards will be Cathie Scalice, who will be getting a 5-year pin; Janet Baccei and Geri Hill will be getting their 10-year pin, and Rosemarie Pigott will be getting her 25-year pin.

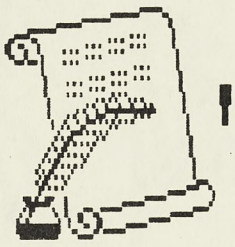
Friday, November 17th, will be the Commissioners' dinner.

Tuesday evening, November 28th, will be the reorganization of the Council.

Reservations have been made for Caserza, Kelechava, and Sullivan to attend the CLA Conference November 11-14 in Oakland.

Rolly Recio plans to attend the San Mateo 2000 forums to be held at the Dunfey San Mateo Hotel on September 25th. There will be a charge of $45 for three forums or $20 for individual programs.

The meeting was adjourned at 8:30 p.m. The next regularly scheduled meeting will be on October 17, 1989.



WHAT THE "WAR ON DRUGS" MEANS TO ME!

A 200 WORD
(OR LESS)
ESSAY CONTEST

OPEN TO ALL DALY CITY STUDENTS

ESSAYS WILL BE JUDGED ON CONTENT, GRAMMAR AND SPELLING!

OVER $300 IN PRIZES TO BE AWARDED TO TOP ENTRIES!

CATEGORIES WILL INCLUDE HIGH SCHOOL, JR. HIGH SCHOOL AND ELEMENTARY SCHOOL

ENTRIES MUST BE NEATLY WRITTEN OR TYPED AND INCLUDE NAME, ADDRESS, TELEPHONE, SCHOOL AND GRADE IN THE TOP RIGHT CORNER

DEADLINE: NOV. 15!

ENTRIES MAY BE SUBMITTED TO ANY DALY CITY PUBLIC LIBRARY BRANCH

FRIENDS OF THE DALY CITY LIBRARY
SPONSOR

REPORT TO THE LIBRARY BOARD OF TRUSTEES
DALY CITY PUBLIC LIBRARIES
MONTH/YEAR SEPT 89

CIRCULATION STATISTICS

	ADULT FIC	ADULT NONFIC	MAGAZINES	AUDIO VISUAL	JUVI FIC	JUVI NONFIC	CURRENT YEAR TOTAL	PREVIOUS YEAR TOTAL
BAYSHORE	34	18	44	4	57	91	248	314
JOHN D. DALY	108	137	104	3	205	131	688	1217
SERRAMONTE	1902	2122	803	233	1902	728	7690	7975
WESTLAKE	2829	1611	476	84	1522	416	6938	6776
TOTAL:	4873	3888	1427	324	3686	1366	15564	16282

	DCPL REG	PLS/UB REG	REFERENCE QUESTIONS	FROM PLS	TO PLS	FROM ILL	TO ILL	STL
BAYSHORE	15	2	214	3	3	0	0	
JOHN D. DALY	48	4	192	1	2	0	0	
SERRAMONTE	176	8	424	24	56	12	7	13
WESTLAKE	108	8	1828	32	22	5	1	11
TOTAL:	347	22	2658	60	83	17	8	24

REPORT OF THE TECHNICAL PROCESSING DEPARTMENT

	ADULT	JUVENILE	NONBOOKS		TOTAL
BAYSHORE	0	0	0	PBK	0
JOHN D. DALY	0	0	0	PBK	0
SERRAMONTE	84	0	131	PBK, 4 MICRO, 26 PR	84
WESTLAKE	37	0	307	PBK	37
HISTORICAL	1				1
SUBTOTAL:	122	0	468		122

TOTAL BOOKS: 122
TOTAL NONBOOKS: 468

BOOK STOCK AT 1ST OF MONTH: 151291
ADD BOOKS PROCESSED: 122
LESS DISCARDS: 491
TOTAL BOOK STOCK 10/31/88 150922

DALY CITY LIBRARY BOARD OF TRUSTEES

Serramonte Library
Community Room

October 17, 1989
7:30 p. m.

AGENDA

I. ROLL CALL

II. MINUTES

III. ADOPTION OF AGENDA

IV. STATISTICS

V. REPORTS

- A. PENINSULA LIBRARY SYSTEM
- B. PLS SYSTEM ADVISORY BOARD
- C. CALIFORNIA STATE LIBRARY
- D. FRIENDS OF THE LIBRARY

VI. OTHER

DISTRIBUTION:

Library Board of Trustees
Office of the Mayor
City Manager
City Clerk
All Library Branches
City Librarian
Friends of the Library

JS/emh

REPORT TO THE LIBRARY BOARD OF TRUSTEES
DALY CITY PUBLIC LIBRARIES
MONTH/YEAR OCT 1989

CIRCULATION STATISTICS

	ADULT FIC	ADULT NONFIC	MAGAZINES	AUDIO VISUAL	JUVI FIC	JUVI NONFIC	CURRENT YEAR TOTAL	PREVIOUS YEAR TOTAL
BAYSHORE	19	58	25	5	91	59	257	397
JOHN D. DALY	110	173	121	9	323	195	931	1326
SERRAMONTE	1071	1252	483	112	1280	578	4776	8834
WESTLAKE	3313	2104	612	145	1618	639	8431	7649
TOTAL:	4513	3587	1241	271	3312	1471	14395	18206

	DCPL REG	PLS/UB REG	REFERENCE QUESTIONS	FROM PLS	TO PLS	FROM ILL	TO ILL	STL
BAYSHORE	11	0	143	0	2	0	0	
JOHN D. DALY	42	6	168	2	3	2	0	
SERRAMONTE	125	6	890	30	38	17	1	64
WESTLAKE	139	23	547	35	16	5	0	10
TOTAL:	317	35	1748	67	59	24	1	74

REPORT OF THE TECHNICAL PROCESSING DEPARTMENT

	ADULT	JUVENILE	NONBOOKS		TOTAL
BAYSHORE	8	6	117	PBK	14
JOHN D. DALY	8	6	0	PBK	14
SERRAMONTE	121	7	172	PBK, 7 MICRO	128
WESTLAKE	69	7	377	PBK	76
HISTORICAL	0				0
SUBTOTAL:	206	26	673		232

TOTAL BOOKS: 232
TOTAL NONBOOKS: 673

BOOK STOCK AT 1ST OF MONTH: 150922
ADD BOOKS PROCESSED: 232
LESS DISCARDS: 534
TOTAL BOOK STOCK 10/31/88 150620

SERRAMONTE BRANCH CLOSED DUE TO EARTHQUAKE DAMAGE OCTOBER 17, 1989

DALY CITY LIBRARY BOARD OF TRUSTEES

Serramonte Library
Community Room

November 14, 1989
7:30 p.m.

AGENDA

The meeting of the Library Board of Trustees scheduled for November 21, 1989 has been cancelled due to lack of a quorum.

The next regularly scheduled meeting will be on Tuesday, December 19, 1989.

DALY CITY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Serramonte Library
City Librarian's Office

November 3, 1989
10:30 a.m.

SPECIAL MEETING
AGENDA

I. Roll Call

II. Minutes

III. New Business

A. Report on earthquake damage to Serramonte Library

IV. Other

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF THE MEETING OF NOVEMBER 3, 1989

The meeting was called to order at 10:30 a.m.

ROLL CALL
Present: Bianca Caserza, Sarah Kelechava, John Morrice, Rolito Recio, Denise Schwarzbach, John Sullivan, City Librarian, Linda Saltzer, Assistant City Librarian
Guest: Bunny Gillespie, SAB

MINUTES
The minutes of the September meeting were approved as submitted.

NEW BUSINESS

John Sullivan showed a videotape and reported to the Board on the earthquake damage to the Serramonte Library (see attachment).

The Board agreed that,if it were at all possible, the Optimal Plan should be implemented.

While the Board feels that is it important to re-open the Serramonte Library as quickly as possible but to do so before complete restoration of shelving can be done would not be advisable.

The Board adjourned the meeting to go an inspection tour of the Serramonte Library.

OTHER
The next regular meeting of the Board scheduled for Tuesday, November 21, has been cancelled because of its proximity to Thanksgiving.

The meeting was adjourned at 11:05 a.m. The next Board meeting will be on December 19, 1989.

REPORT TO
THE DALY CITY LIBRARY BOARD OF TRUSTEES
ON
EARTHQUAKE DAMAGE TO THE SERRAMONTE LIBRARY

November 3, 1989

On October 17th, when the earthquake occurred, the library staff responded in a prompt and praiseworthy manner. Thanks to previous emergency planning efforts by Assistant City Librarian, Linda Saltzer, the staff were able to respond quickly and correctly. All library users were safely evacuated, preliminary damage assessment reported, and all buildings safely secured by 5:30 p.m.

The following day all full-time staff reported to the Serramonte Library and began reshelving fallen books where it was safe to do so. After a preliminary inspection of the other buildings, it was determined that all libraries, with the exception of Serramonte, could return to normal service hours. On Wednesday afternoon the John D. Daly Library opened for service. On Thursday the Bayshore and Westlake libraries were open for service.

At Serramonte approximately 50 sections of shelving had, or were in imminent danger of collapsing. The areas affected were the Reference section and the shelving for oversized books. In the three days following the earthquake, as many books and periodicals as could be safely removed from the fallen shelving were stacked where floor space was available. With the cooperation of the Maintenance Division, crumpled and non-salvagable shelves were removed from the building to allow access to fallen books. Shelving in danger of collapsing was braced by wooden beams. At this point, work on clearing the area was stalled pending inspection for purposes of determining insurance or other reimbursement claims.

During the week of October 23, 1989 additional evening service hours were added to the Westlake Library schedule and Serramonte staff diverted to cover the additional hours. Following the earthquake, part-time staff were not scheduled at all. As restoration proceeds we will begin to re-schedule part-time staff on a reduced hours basis. Full-time staff have been used to process books being returned to Serramonte and to arrange short-term loans of new and recent books to the other libraries so that they will be available to the borrowers.

Adminstrative staff has concentrated its efforts on restoration activities and planning. The latter has been slowed by uncertainty over funding that might or might not be available as

well as uncertainty about the availabilty of replacement shelving.

Contacting vendors, sales representatives and contractors has been a complicated process. Although they have all been responsive, they are all very busy with the many other libraries that are experiencing similar problems. What we have been able to learn at this point is that ordering, receiving and installing new shelving could take up to six weeks and could cost about $20,000. This cost does not include the highly recommended retro-fitting of the shelves that remained standing, but were twisted out of plumb by the earthquake, with seismically stronger bolting and bracing. It is estimated that this would cost an additional $5,000 to $7,000.

A decision was made to formulate two action plans. One, which we are calling the Optimal Plan, would incorporate facility maintenance and improvements recommended for inclusion in the Capital Improvements Budget in 1987-88. These recommendations included;
a. Replacement of the badly worn, 15 year old carpeting that has deteriorated to the point of having become a safety hazard.
b. Re-aligning and re-locating of shelving and the charging desk to create the space needed to accommodate the library-using public and to allow the installation of electronic equipment required by our automated systems.
Early estimates for this plan are approximately $100,000.

The second plan, or Minimal Plan, consists of merely restoring the shelving as it originally stood. Early cost estimates for this plan are about $30,000.

The Optimal Plan has the following;

ADVANTAGES
a. the carpet has to be replaced sooner or later.
b. improved utilization of space allows for improved levels of service.
c. necessary maintenance can be done now without further disruption of services.
d. additional delays likely mean additional costs.

DISADVANTAGES
a. requires an expenditure of funds that may not be available.

The Minimal Expedience Plan has the following:

ADVANTAGES
a. it is cheaper.

DISADVANTAGES
a. it further defers necessary maintenance.

We expect that within a week or so, we will be able to present both plans with more accurate cost estimates for consideration by funding authorities.

On Tuesday, October 31st, 45 oversized book carts were ordered from NorCal Moving Co. The first delivery of 15 carts arrived on Wednesday morning. As additional carts become available they will be delivered. When staff has completed the slow and laborious of re-shelving and reorganizing the fallen volumes on the carts and when the carts have been placed in some sort of accessible order (not an easy task given their size and weight and our limited floor space) we hope to be able to reopen the library to the public. The earliest date we can reasonably hope for would be sometime in the third week of November.

On Wednesday, Nov. 1st, we were given an initial inspection by a team from the Federal Emergency Management Agency (FEMA). A more detailed inspection will be made.

The Library is very grateful for the assistance give to us by other City staff. Michael Coleman, Senior Management Analyst, has been an invaluable guide through the morass of information gathering and reporting. Public Works, particularly its Maintenance Division, has played a vital role in helping us return to normal.

Once again the Library has rocked and rolled with the punches and although temporarily down is far from out. The staff, in spite of the post-quake shock that been felt by everyone has continued to respond in a very positive way. Thanks to them library service has continued while recovery from the damages is underway.

REPORT TO THE LIBRARY BOARD OF TRUSTEES
DALY CITY PUBLIC LIBRARIES
MONTH/YEAR NOV 1989

CIRCULATION STATISTICS

	ADULT FIC	ADULT NONFIC	MAGAZINES	AUDIO VISUAL	JUVI FIC	JUVI NONFIC	CURRENT YEAR TOTAL	PREVIOUS YEAR TOTAL
BAYSHORE	38	26	54	118 0	61	33 94	212	288
JOHN D. DALY	89	161	109	359 10	269	139 502	777	1435
SERRAMONTE	120	221	30	371 12	29	15 44	427	8655
WESTLAKE	3427	2744	872	7.043 174	1978	738 2.716	9933	7183
TOTAL:	3674	3152	1065	196	2337	925	11349	17561

	DCPL REG	PLS/UB REG	REFERENCE QUESTIONS	FROM PLS	TO PLS	FROM ILL	TO ILL	STL
BAYSHORE	11	0	147	0	3	0	2	
JOHN D. DALY	26	0	103	0	7	0	0	
SERRAMONTE	111	1	0	2	13	0	9	98
WESTLAKE	183	29	716	70	33	6	0	9
TOTAL:	331	30	966	72	56	6	11	107

REPORT OF THE TECHNICAL PROCESSING DEPARTMENT

	ADULT	JUVENILE	NONBOOKS		TOTAL
BAYSHORE	4	0	0	PBK	4
JOHN D. DALY	4	0	0	PBK	4
SERRAMONTE	174	0	9	PBK, 1 MICRO	174
WESTLAKE	81	0	352	PBK	81
HISTORICAL	0				0
SUBTOTAL:	263	0	362		263

TOTAL BOOKS: 263
TOTAL NONBOOKS: 362

BOOK STOCK AT 1ST OF MONTH:	150620
ADD BOOKS PROCESSED:	263
LESS DISCARDS:	487
TOTAL BOOK STOCK 10/31/88	150396

SERRAMONTE BRANCH CLOSED DUE TO EARTHQUAKE DAMAGE OCTOBER 17, 1989

DALY CITY LIBRARY BOARD OF TRUSTEES

Serramonte Library
Community Room

December 19, 1989
7:30 p. m.

AGENDA

I. ROLL CALL

II. MINUTES

III. ADOPTION OF AGENDA

IV. STATISTICS

V. NEW BUSINESS

A. Public Art Project

VI. OLD BUSINESS

A. Restoration of the Serramonte Library

VII. REPORTS

A. PENINSULA LIBRARY SYSTEM
B. PLS SYSTEM ADVISORY BOARD
C. CALIFORNIA STATE LIBRARY
D. FRIENDS OF THE LIBRARY

VIII. OTHER

DISTRIBUTION:

Library Board of Trustees
Office of the Mayor
City Manager
City Clerk
All Library Branches
City Librarian
Friends of the Library

JS/emh

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF THE MEETING OF DECEMBER 19, 1989

The meeting was called to order at 7:35 p.m.

ROLL CALL Present: Bianca Caserza, Rolito Recio, Denise Schwarzbach, John Sullivan, City Librarian
Excused: Sarah Kelechava, John Morrice

MINUTES The minutes of the November meeting were approved as submitted.

ADOPTION OF AGENDA The agenda was adopted as submitted.

STATISTICS Circulation statistics for October and November were distributed. The current year total circulation is approximately 6,000 less than the previous year total due to the closure of the Serramonte Library. While the Serramonte Library is closed staff not assigned to public service at the Westlake Library is concentrating its efforts on collection maintenance and other "housekeeping" chores that cannot always be kept up to date because of the demands of the public service schedule.

NEW BUSINESS

Public Art Project

In mid-November Mayor Nevin was contacted by Mr. Robert Strand about the possibility of providing Daly City with some of his sculpture for permanent public display. Robert Strand is the artist who specializes in "public" art, which he describes as art sited where it is readily seen by large numbers of the community; designed to enhance art appreciation and the cultural values of the community; and constructed form materials that are contemporary, easy to maintain, and virtually vandal-proof.

At the Mayor's request, John Sullivan reviewed two video-tapes provided by Mr. Strand. One tape was a presentation made to the San Francisco Arts Commission. the other was a program shown on a local channel in Huntington Beach in which Mr. Strand was interviewed about his work. Subsequently he met with Mr. Strand and had an opportunity to view some of the sculptor's work.

As a result of this meeting, Sullivan was able to recommend that Mr. Strand's offer be given favorable consideration. The City Council has appointed Councilmen Nevin and Teglia as a Council Committee to explore the matter further.

It is expected that in the near future an ad hoc committee will be formed, consisting of one member each from the HAS Commission, The Library Board of Trustees, and the Recreation Commission. The committee will consider design, site selection and other aspects of acquiring public art.

Sullivan will be meeting with the Commissions mention at their regularly scheduled meetings beginning in December. At its January meeting, the Library Board of Trustees should be prepared to select one of its members to serve on the ad hoc committee.

OLD BUSINESS

Restoration of the Serramonte Library

Sullivan reported that at its last meeting the City Council approved going to bid for a contract to renovate the Serramonte Library. The contract will not only include replacement of the shelving destroyed in the earthquake but other projects such as recarpeting,that Council agreed needed to be done.
He commended Assistant City Librarian, Linda Saltzer, for her work in preparing the technical specifications for the contract.

A pre-bid conference was held at the Serramonte Library on December 13, 1989. The bids are scheduled to be opened on December 27, 1989. It is possible that the contract could be approved early in January.

The completion of the renovation project is expected to take 6 to 8 weeks after the awarding of the contract. The exact time will depend on the availability of materials. The recent earthquake has caused a depletion of on-hand shelving in the Bay Area.

Carpet samples and floor plans outlining proposed changes were shown to the Trustees.

DALY CITY LIBRARY BOARD OF TRUSTEES
MINUTES OF THE MEETING OF DECEMBER 19, 1989

REPORTS

Peninsula Library System and PLS System Advisory Board

A major emphasis of both PLS and the SAB in this fiscal year is coalition building with appropriate agencies and groups in the community so that the libraries' efforts at responding to anticipated changes in their service areas will be part of a broader response by the community. PLS has been actively involved in the presentation of County 2000, a series of breakfast meetings at which the future of San Mateo County and anticipated changes are discussed.

Trustee Recio has been attending these meetings and the meetings of the follow-up focus groups. He has found them very worthwhile. The last County 2000 meeting is scheduled for January 24, 1990 at 8:30 a.m. at the Dunfey Hotel.

California State Library

The 1990-91 State budget is requesting a full funding of 21 million dollars for the PUblic Library Fund and $800,000 for funding the sixth year of literacy programs.

Friends of the Library

Friends of the Library held their annual holiday books for Christmas giving on December 7th. Representatives from B. Dalton brought a large selection of books for viewing.

OTHER

The 1990 regional workshop in library leadership sponsored by the California Assoc. of Library Trustees and Commissioners will be on March 3, 1990 from 9;00 a.m to 3:00 p.m. at the Main Library in Fremont.

The meeting was adjourned at 8:30 p.m. The next Board meeting will be on January 16, 1990.

REPORT TO THE LIBRARY BOARD OF TRUSTEES
DALY CITY PUBLIC LIBRARIES
MONTH/YEAR DEC 1989

CIRCULATION STATISTICS

	ADULT FIC	ADULT NONFIC	MAGAZINES	AUDIO VISUAL	JUVI FIC	JUVI NONFIC	CURRENT YEAR TOTAL	PREVIOUS YEAR TOTAL
BAYSHORE	18	16	17	0	19	12	82	298
JOHN D. DALY	109	77	64	2	120	83	455	1077
SERRAMONTE	238	154	15	3	5	5	420	7739
WESTLAKE	3350	2468	837	122	1445	583	8805	6441
TOTAL:	3715	2715	933	127	1589	683	9762	15555

	DCPL REG	PLS/UB REG	REFERENCE QUESTIONS	FROM PLS	TO PLS	FROM ILL	TO ILL	STL
BAYSHORE	0	0	29	0	1	0	0	
JOHN D. DALY	13	0	22	3	5	0	0	
SERRAMONTE	0	0	0	5	13	0	4	83
WESTLAKE	155	14	526	66	15	7	0	10
TOTAL:	168	14	577	74	34	7	4	93

REPORT OF THE TECHNICAL PROCESSING DEPARTMENT

	ADULT	JUVENILE	NONBOOKS		TOTAL
BAYSHORE	6	0	60	PBK	6
JOHN D. DALY	6	2	92	PBK	8
SERRAMONTE	105	46	98	PBK, 3 MICRO	151
WESTLAKE	57	28	330	PBK	85
HISTORICAL	1				1
SUBTOTAL:	175	76	580		251

TOTAL BOOKS: 251
TOTAL NONBOOKS: 580

BOOK STOCK AT 1ST OF MONTH: 150396
ADD BOOKS PROCESSED: 251
LESS DISCARDS: 3165
TOTAL BOOK STOCK 10/31/88 147482

SERRAMONTE BRANCH CLOSED DUE TO EARTHQUAKE DAMAGE OCTOBER 17, 1989